



SCCTM CONFERENCE CANCELLATION/REFUND POLICY

All SCCTM conference cancellations and requests for refunds must be made in writing as indicated below. Requests must be sent to the conference registrar. Requests including name, email address, reason for refund, details about original form of payment, and where to tender the refund need to be mailed to the SCCTM registrar. Telephone or email requests will not be honored.

100% Refunds – With More than 30 Days Notice

To receive a 100% refund, SCCTM must receive written requests more than 30 days prior to the first day of the conference.

50% Refunds – With 15 to 30 Days Notice

Requests for refunds SCCTM receives within 15 to 30 days of the start of the conference, will be subject to a 50% refund.

No Refunds – With 14 or Fewer Days Notice

Requests for refunds SCCTM receives with 14 or fewer days notice, prior to the start of the conference will not be eligible for a refund.

Emergency Illness or Death of Registrant or Immediate Family Member:

Refunds may be granted after a deadline if an attendee is unable to attend the conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the SCCTM registrar must be contacted by letter that includes documentation.

Substitution Policy:

Registrants may send a substitute in their place in lieu of requesting a refund. Contact the SCCTM registrar by mail or at SCCTM.reg@gmail.com in the case of a substitute attendee. In order to receive the member conference rate, the substitute must be a current SCCTM member or join SCCTM.

Returned Check Policy:

If any checks are returned because of insufficient funds, SCCTM will charge a \$25 fee. Registrants will also be required to pay the amount SCCTM is charged by the financial institution that returned the check. SCCTM reserves the right to refuse to honor future checks submitted by violators.

Membership Payment Refund Policy:

Membership payments can not be refunded unless an overpayment was made.

Authors' Luncheon Payment Refund Policy:

Authors' Luncheon payments can not be refunded unless an overpayment was made.

SCCTM will refund conference fees as soon as possible after the conference has concluded.

SCCTM c/o Cindy Parker, Registrar

Conference Refund Request

6 Sandalwood Lane

Sumter, SC 29154

<http://www.scctm.org>