

EVENT REFUND/CANCELLATION POLICY

Event Cancellation by Sponsor:

- Should circumstances arise that result in the cancellation of the 2017 DoD T2 Training Workshop, registrants will be offered a full refund.

Registration Cancellation by Participant:

- Registrants must notify us by **30 June 2017** if they will not be attending. This applies to all forms of payment including credit card, check, and SF Form 182.
- As specifically stated on registration materials, the deadline to receive a full refund for your registration is **30 June 2017**.
- Registration cancellations received prior to the deadline will receive a full refund.
- Cancellations received after the stated deadline will not be eligible for a refund.
- Refunds will not be available for registrants who do not notify us prior to the deadline and choose not to attend.
- Cancellations will be accepted via mail, phone or email, and must be received by the stated cancellation deadline.
- All refund requests must be made by the attendee or credit card holder.
- Refund requests must include the name of the attendee and/or transaction number.
- Refunds will be credited back to the original credit card used for payment.

Contact Information for Refunds:

ATSI Corporation

ATTN: Regina Coeby

139 Gaither Drive, Suite H

Mt. Laurel, NJ 08054

regina.coeby@atsicorp.com

856-372-2310