

## **EVENT REFUND/CANCELLATION POLICY**

### **Event Cancellation by Sponsor:**

- Should circumstances arise that result in the cancellation of the 2019 DoD T2 Training Workshop, registered attendees will be offered a full refund.

### **Registration Cancellation by Participant:**

- Registered attendees must notify us by **JUNE 27, 2019, 5:00 pm EDT**, if they will not be attending the 2019 DoD T2 Training Workshop. This applies to all forms of payment including credit card, check, and SF Form 182.
- As specifically stated on the registration materials, the deadline to receive a full refund for your tuition fee is **JUNE 27, 2019, 5:00 pm EDT**.
- Cancellations received prior to the stated deadline will receive a full refund.
- Cancellations received after the stated deadline will not be eligible for a refund.
- Cancellations will be accepted via mail, phone or email, and **MUST** be received by the stated deadline.
- Refunds will not be available for registered attendees who do not notify us prior to the deadline and choose not to attend.
- 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](mailto:regina.coeby@atsicorp.com)

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