

# **Iowa Chapter IAEI**

## **Refund Policy**

Meeting reference: October 14, 2010

Motion by Dave Sullivan

2<sup>nd</sup> by Dennis Jordison

Passed by Voice vote

If an attendee notifies the Chapter Secretary in writing at least 7 days prior to the start of a meeting they are unable to attend and legitimately registered for, the attendee will be provided a 100% refund of all registration fees.

If an attendee is unable to attend a meeting they have pre-registered for, but did not notify the Chapter Secretary at least 7 days prior to the start of the meeting; a written request for a refund must be provided to the Chapter Secretary within 30 days of the conclusion of the missed meeting. 80% of registration fees will be refunded to the attendee if this request is made within the time limit. No refund will be given if requested after the 30 day deadline.

Written requests may be submitted via email or traditional mail. Postmark must be within the 30 day deadline.

Chapter Secretary requires the following information on written requests:

Name of attendee

Business name

IAEI #

State License # (if applicable)

Name and address of person or entity to receive refund

Effective date: January 1, 2011

January 29, 2011

Motion to re-affirm policy as written by Dave Sullivan

2<sup>nd</sup> by Dennis Jordison

Approved by voice vote