



## **Cancellation Policy**

WAFP's **standard cancellation policy** to be included on registration forms that require payment should be as follows:

*The WAFP must receive notice of cancellation in writing no later than <insert month, day, year> (3 weeks prior to the date of the event). Requests for full cancellations will be refunded less a \$50 administrative fee. Go to ... for the full policy.*

The **full legal policy** that should be available reads as:

*The WAFP must receive notice of cancellation no later than 21 days prior to first day of the course. Requests for full cancellations will be refunded less a \$50 administrative fee. Cancellations or no-shows after this date are not eligible for a refund.*

*Please allow up to four weeks for delivery of refund. Fees will be refunded the same way they were paid to the WAFP. This policy covers registration and ticketed events.*

*The WAFP is not responsible for monies registrants may have spent on penalty or non-refundable airline or train tickets or hotel deposits in the event this course is canceled or sold out. Before purchasing your airline or train ticket make sure that you have received your registration and hotel confirmation. If a program is canceled by the WAFP, every effort will be made to notify registrants at least 30 days prior to the first day of the course and registration fees will be refunded in full.*

**You may notify the WAFP of cancellations by:**

Email: [academy@wafp.org](mailto:academy@wafp.org)

Mail: WAFP, 210 Green Bay Road, Thiensville WI 53092

**Board approved: 6/12/2024**

Note: It may not be necessary to post the policy live online at all times.