

IOWA LAND TITLE ASSOCIATION

ILTA Event Cancellation and Refund Policy

Registration cancellation for ILTA Workshops, Schools, Regionals and Conventions, or other ILTA event, will be eligible for a refund for non-emergencies with notice to the ILTA up to 14-days in advance of the event. A refund for an emergency will be provided as defined in this policy. Refund requests will be submitted in writing to the ILTA office via email.

Registration cancellation for ILTA Workshops, Schools, Regionals and Conventions, or other ILTA event, received less than 14-days in advance of the event for non-emergencies are not eligible for a refund and any unpaid registration fee is due to the ILTA prior to the event date. Unpaid registration will be subject to a \$25 late payment fee on the day following the event and additional late payment fees will be applied each month that the registration remains unpaid.

This policy does not include ILTA CLTP Courses and Exam Retakes. Refer to the ILTA Courses & Exam Retakes Cancellation Policy.

Emergency is defined as hospitalization of registrant or their family member. Or, death of registrant's co-worker or family member. Weather, illness, work-related issues, or other factors are not considered emergencies unless special consideration is given by the ILTA Board of Directors.

A refund will be issued to the registrant in the manner of payment that it was received: via check or credit card refund. A refund will be issued within 45 days following the event date, and will be in the amount of the original payment, less a \$15 processing charge.