

Michigan Association of PeriAnesthesia Nurses Policy

Subject: Registration Refund Policy

No: 021

Supersedes Policy Dated: New

Revision:

Review Responsibility: Treasurer and Membership Chair

Resource: Board of Directors

Effective Date: October 2014

Approved: October 2014

Purpose: To identify a mechanism for registration refunds of MAPAN sponsored educational offerings.

Policy Statements:

Refunds will be provided to all paid registrants within specific time frames as identified below. Registrants who do not meet the specific criteria for refunds and request a refund may appeal to the MAPAN Board of Directors. Decisions by the MAPAN Board of Directors are final.

Procedure:

- I. A registrant of MAPAN sponsored educational offering who is unable to attend the offering must notify the Membership Chair. A written refund request must be made to the Membership Chair within 14 days of the offering date. No refunds after the 14-day time frame.
- II. The registrant requesting a refund will be contacted by the Membership Chair and offered to transfer the funds to an upcoming offering within the rolling year. (Example: a registrant for the Fall conference can transfer the registration until the following years Fall conference).
- III. If registrant declines the transfer, a full refund minus a \$25 cancellation fee will be provided.
- IV. The Member Chair will maintain records and provide to the Treasurer a written communication of the transfer including registrant's demographic information.
- V. A registrant who is unable to attend the offering due to extenuating circumstances may appeal to the MAPAN Board of Directors. A written refund request must be made to the Membership Chair within 14 days of the offering date.
- VI. The Membership Chair will notify the President of the request. The President will notify the Board of Directors via e-mail or web/phone call. A vote of the Board will ensue to determine whether a refund will be provided.
- VII. If no refund is approved, the President will notify the individual in writing and include a copy of the Registration Refund Policy.
- VIII. If approved the Membership chair will notify the Treasurer to provide a refund to the registrant.
- IX. The educational offering brochure will instruct registrants to refer to the MAPAN website for registration refund policy.