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*Twin Cities Chapter of Certified Fraud Examiners*

*P.O. Box 580844, Minneapolis, MN 55458-0844*

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## MEETING CANCELLATION POLICY

Effective with registration for the quarterly meeting on May 13<sup>th</sup>, 2015, and all future meetings, the Twin Cities Chapter of Certified Fraud Examiners (TCCCFE) adopts the following Meeting Cancellation Policy:

If you have registered and/or paid for an event and you need to cancel, you MUST email [registration@twincitiescfe.org](mailto:registration@twincitiescfe.org) no later than 5 days prior to the event to request a refund and/or cancel your registration. The TCCCFE must confirm event registrations with the venue within 5 days of the event and any changes after this time period can become a financial cost to the Chapter. Registration cancellations made within 5 days of the event will be charged at 100% and/or no refunds (*nor credits for future meetings*) will be allowed. In the event an attendee does not show up to the event but prepaid for it, the registration cost will be forfeited. If payment at the door was the selected method, and the attendee does not show up to the event, then the attendee will be billed for the full cost of the event. The TCCCFE reserves the right to bar for future registration any attendees who routinely register and fail to pay and/or attend the event.

CPE certificates for the event will be emailed usually within 1 week of the event, but the attendee is required to both pay for the event in full as well as sign-in upon check-in at the event. If the attendee did not prepay for the event, then check or cash will be accepted as payment at check-in.

Any questions about this policy can be directed to [treasurer@twincitiescfe.org](mailto:treasurer@twincitiescfe.org).

Board of Directors, TCCCFE,

d. March 11<sup>th</sup>, 2015