

IHIA
Event Cancellation Policy
(Effective July 1, 2024)

As a result of limited classroom space at a training event, including the annual symposium, the following Cancellation Policy shall pertain to all events hosted or co-hosted by IHIA.

- 1. A written notice of cancellation received by the IHIA Office within thirty (30) or more calendar days of a scheduled event will receive a 100% refund.**
- 2. A written notice of cancellation received by the IHIA Office seven (7) to twenty-nine (29) days before a scheduled event will result in a full refund, less a \$75.00 cancellation fee.**
- 3. A written notice of cancellation received by the IHIA Office less than seven (7) days from a scheduled event will result in a full refund, less a \$125.00 cancellation fee.**
- 4. No refunds will be allowed for a registered attendee who fails to attend a scheduled event and does not provide written notice to the IHIA Office prior to the scheduled event.**
- 5. An approved substitution for an attendee is acceptable at any time.**
- 6. The IHIA Executive Director may waive any provision of this cancellation policy on a case-by-case basis as he deems appropriate and necessary.**