

## **Policies for IIBA Vancouver Workshop**

## **Payment Policy**

Workshop fees must be paid upon registration in the workshop via Eventbrite. Pricing, registration terms, and conditions are subject to change without notice.

For credit card payments, charges will be in the currency of the country where the class takes place and will be converted by the credit card company. IIBA Vancouver Chapter ("the Chapter") is not responsible for fluctuations due to exchange rates. Taxes will be applied to the payment where applicable.

The Chapter reserves the right to make changes to the workshop program described or to cancel the workshop at any time without notice or liability. The Chapter's sole liability will be limited to the refund of registration fees paid in respect of the workshop and the Chapter shall not be responsible for any incidental or consequential loss arising whatsoever. The Chapter will endeavor to give enrollees as much advance notice as possible of any change to the workshop program or registrant's enrollment.

## **Registration Fee**

The registration fee covers all workshop materials and refreshments excluding lunch. Lunch is not included and is the responsibility of the registrant. Parking is not included.

## **Refund Policy**

If you are unable to attend the workshop, please contact <a href="events@vancouver.iiba.org">events@vancouver.iiba.org</a>.

Cancellations will be allowed prior to 45 days of the workshop start date and a full refund will be issued. Cancellations will not be permitted within 45 days of the workshop start date; however, substitutions will be permitted. It is up to the registrant to find and arrange a substitute. The Chapter will process the substitution by changing the registrant name but is not responsible for any financial transactions between the registrants.

No refunds will be issued within 45 days of the workshop start date. If a registrant does not attend the workshop and has not given adequate notification, it will result in full forfeiture of the registration fee.