



## GPC Events Cancellation Policy

### Refund & Cancellation Policy

Cancellations must be received in writing a minimum 7 days prior to the date of the event to be eligible for a refund or a credit. All refunds or credits are subject to an **administration fee**. No refunds will be issued for cancellations received after the minimum 7 days time frame.

If you register for an event and do not attend, or cancel within 7 days of the event, you are liable for the full event fee. If you are unable to attend, you may transfer your registration to another individual. Note, if there are any fee differences associated with a substitution registration type (example: member versus non-member pricing), the price differential would be credited or charged accordingly.

All refunds and cancellation requests should be emailed to [info@gpcanada.org](mailto:info@gpcanada.org).

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#### **NOTE: ADMINISTRATION FEES**

- \$50 for a local or short PD session
- \$100 for a day long event
- \$150 for more than one day

## **GPC Course Cancellation Policy**

Governance Professionals of Canada's policy on payment and registration changes is designed to be flexible. We are committing to doing our best to accommodate you within the limits of this policy.

Governance Professionals of Canada reserves the right to:

- Cancel a course due to low registration or unforeseen circumstances
- Substitute a speaker or facilitator due to unforeseen circumstances
- Make changes to this policy and to registration fees without notice

Unforeseen circumstances could constitute:

- Adverse weather conditions
- Speaker illness or family emergency
- Other extenuating circumstances

If the anticipated minimum registration has not been met within four days of a session start date, or if any unforeseen circumstances occur, GPC may elect to cancel or reschedule the session. In this event, registrants will be notified immediately, and any fees already paid and received by GPC can be either refunded or re-allocated to the rescheduled session, or as a credit toward another GPC event or course. GPC shall not be responsible for any other costs incurred by the participants other than their registration fees.