REFUND POLICY STATEMENT

Adopted by AMTNYS Executive Board 10/31/87

I. PERSONAL REFUNDS – revised 10/30/95, 01/31/09, 04/27/2013, 2/27/2016

All requests for refunds to AMTNYS Conferences, must be received in writing, by the conference chairperson at least 7 days prior to the opening of the conference/workshop. Membership fees are non-refundable. All personal refunds will incur a $10.00 processing fee. Any written requests for personal refunds received after the seven day period must be approved by the President, Vice President and the Treasurer.

II. COMMERCIAL/EXHIBITOR/SPONSOR REFUNDS (EXCLUDING ADVERTISEMENTS)

All requests for refunds to AMTNYS Conferences, must be received in writing, by the conference chairperson are subject to the following:

A. Outside of 60 days prior to the opening of the conference OR printing of the conference program whichever comes first: 80% of all fees will be refunded.

B. Within 60 to 7 days prior to the opening of the conference OR printing of the conference program whichever comes first: 60% of all fees will be refunded.

C. Within 7 days prior to the opening of the conference: 40% of all fees will be refunded.

III. No refunds will be given for advertisements submitted.

IV. This policy should be printed on all registration materials (personal and commercial/exhibitor.)

V. All requests for refunds must be directed to the conference coordinator, who will authorize all refunds to be processed through the treasurer according to the above refund criteria and schedule. All requests will be processed according to the date of receipt.