

CHRISTIAN EARLY CHILDHOOD EDUCATION ASSOCIATION OF AOTEAROA INC

Established 1992

Refunds for CECEAA Hui and Professional Learning and Development Policy

Rationale:

To ensure there is consistency and clear procedures in place in regard to refunds for CECEAA Hui and or Professional Learning and Development.

Guidelines:

The following procedures will apply:

- In normal circumstances there will not be refunds for cancelling attendance of CECEAA Hui or Professional Learning and Development.
- When the Hui is more than one day the registration form will clearly indicate a separate rate for only partial attendance.
- Refunds will not be available for delegates who choose not to attend.
- Cancellations must be requested in written format by email.
- In unforeseen circumstances such as a family emergency / flights being cancelled and or sickness the person concerned can request a refund. In these cases the refund entitlement will be 50%. This will be determined by the CECEAA Executive.
- This policy will be on the CECEAA website.

Date: November 2019

Review Date: November 2021