



2021 Annual Conference Cancellation Policy

Purpose

The purpose of this policy is to outline the cancellation policy for the 2021 Wellness Council of Wisconsin (WCWI) Annual Employee Wellbeing Conference.

Policy

Registrations are nonrefundable except in specific, limited circumstances. Refunds will only be considered as follows:

1. **Annual Conference** attendee cancellation notice must be received in writing to wcwi@wellnesscouncilwi.org by **September 1, 2021**; registration fees will then be refunded in full, less a \$30.00 processing fee. *For cancellation notices received after 5:00PM on September 1, 2021, registration fees will not be refunded in any amount.* Payment is still required for outstanding invoices.
2. **Annual Conference Enrichment Sponsor** cancellation notice must be received in writing to wcwi@wellnesscouncilwi.org by 5:00PM on **September 1, 2021** **and** the Enrichment Activity must be filled by another vendor. If and when both conditions are met, Enrichment Sponsor fees will then be refunded in full less a \$30.00 processing fee. Annual Conference Enrichment Sponsors who cancel and whose Enrichment Activity is not filled by another vendor, regardless of the date of cancellation notice, will not be refunded in any amount. Payment is still required for outstanding invoices.

Annual Conference registrations may be transferred to a co-worker within the same organization who initially registered as an alternative to cancellation. Please submit transfer requests ASAP or by 5:00PM on **September 15, 2021** in writing to wcwi@wellnesscouncilwi.org indicating the original registrant and the transfer/new registrant's name and contact information.

WCWI reviews and confirms all registrations for accuracy. Adjustments to credit card transactions and refunds will be processed within 60 days of original transaction.



PO Box 524
Brookfield, WI 53008
E: wcwi@wellnesscouncilwi.org
P: 262.254.7888