

2024 Annual Employee Wellbeing Conference Cancellation Policy

Purpose

This policy outlines the cancellation policy for the 2024 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:

- Annual Conference attendee **cancellation** notice must be received in writing to wci@wellnesscouncilwi.org by **November 1, 2024**; registration fees will then be refunded in full, less a \$30.00 processing fee. *For cancellation notices received after 5:00 PM on November 1, 2024, registration fees 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 5:00 PM on **November 5, 2024**, in writing to wci@wellnesscouncilwi.org indicating the original registrant and the transfer/new registrant's name and contact information. Transfers will not be accepted after November 5, 2024.

Any registration not canceled or transferred by the above-listed dates will be the responsibility of the originally registered attendee and must be paid no later than December 12, 2024.

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

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