



# ALATA

## **Refund Policy**

**Refunds** for registration fees will be granted under the guidelines listed below. All requests for refunds must be made in writing to the ALATA Treasurer (emails will be accepted as written documentation).

1. **Four weeks prior to the start of the scheduled meeting – full refund minus \$10.00 processing fee.**
2. **Two weeks prior to the start of the scheduled meeting – 75% refund.**
3. **One week prior to the start of the scheduled meeting – 50% refund.**
4. **Less than one week prior to the start of the meeting – 0% refund.**

**ALATA understands that emergent circumstances arises (family emergencies, employment requirements/ changes). An ALATA member may request review of circumstances in writing to the President within 15 days of the scheduled meeting for full refund under these conditions. This is a request; not automatic guarantee. Please provide any supporting documentation with such a request.**