



EGA Cancellation and Facility Use Policies

Cancellation Policy:

- (1) Participant cancellation:
 - (a) The canceling participant must send cancellation notification in writing to the seminar assistant registrar at Registrar2019@egausa.org or mail to Vickie L. Patchin, 10916 West 96th Place, Overland Park, KS, 66214, who forwards the information to the National Seminar Registrar.
 - (b) Cancellations received via email or postmarked on or before:
 - i. 60 days (August 31, 2019) prior to the opening of seminar will receive a refund less the nonrefundable deposit.
 - ii. 30 to 59 days (September 1 to September 30, 2019) prior to the opening of seminar will incur a \$200.00 cancellation fee which includes the nonrefundable deposit.
 - iii. 0 to 29 days (October 1 to October 29, 2019) prior to the opening of seminar the national executive committee will review within 30 days of close of seminar.
 - A full refund will be given in the event of the death of the registrant.
 - A full refund, minus the nonrefundable deposit, will be given to a member who is in the military and not able to attend seminar due to reassignment.
 - A full refund, minus the nonrefundable deposit, will be given in the event of the death of a member of the immediate family. Immediate family is defined as spouse, child, parent, parent-in-law, grandparent, grandchild, or sibling.
 - A partial refund may be granted in the event of serious illness of the registrant or an immediate family member, or a natural disaster preventing the registrant's attendance. Consideration in determining the amount of the refund shall be given after the cost incurred by the seminar is determined.
 - (c) No refunds will be considered after 30 days (December 4, 2019) of close of seminar.
- (2) In the event EGA cancels a class after students have been assigned and a student chooses not to attend seminar, the seminar fee less the nonrefundable deposit will be reimbursed. Any travel costs the student has incurred are solely the responsibility of the student.

Facility Use Policy:

A one-time facilities use fee of \$240 will apply to all persons registered for two or more days of classes or as nonparticipants who do not stay at Marriott St. Louis Grand or other designated hotel(s) or to anyone staying at the Marriot St. Louis Grand or other designated hotel(s) with a room rate other than the EGA-negotiated rate, unless the seminar chair approves alternate arrangements. This one-time fee applies because their stay will not be considered part of the seminar room block which contributes toward payment of the event and classroom space.