



Cancellation/Refund Policy

SEATA reserves the right to cancel any course and will not be responsible for any charges incurred by the participant. If SEATA cancels the symposium, full tuition will be returned.

If the registrant chooses to cancel his or her event registration, cancellations must be in writing to qualify for a refund and submitted to the District Treasurer. This may include formal letter or electronic mail. Cancellations will not be accepted via social media platforms. The cancellation request must include the following:

1. Full name and credentials of registrant
2. Full address of registrant
3. Method of payment
4. Reason for cancellation

If the cancellation request is approved, the SEATA Treasurer will issue a refund via check under one of the following conditions:

- 1) Cancellation request received four weeks prior to the start of the scheduled meeting = Full Refund minus \$5.00 processing fee.
- 2) Cancellation request received two weeks prior to the start of the scheduled meeting = 75% Refund.
- 3) Cancellation request received one week prior to the start of the scheduled meeting = 50% Refund.
- 4) Cancellation request received less than 7 days prior to the start of the meeting = No Refund.