



WSATA Continuing Education Cancellation/Refund Policy If a registrant is unable to attend the event they may substitute, by arrangement with the meeting coordinator, another member of their institution or organization If a registrant is unable to attend, and providing the conference organizers are informed in writing before the conference, a registrant can leave the fee paid with the WSATA as payment towards a place at the same even in the future. Any difference will be the responsibility of the registrant. Where the registrant is unable to attend, and is not in a position to transfer his/her place to another person or to another event, then the following refund arrangements apply:

- Registrations cancelled more than 10 days before the event will be refunded the full amount minus a \$10 administrative fee
- Registrations cancelled less than 10 days before the event refunded the full amount minus a \$20 administrative fee.

Members who do not show are not eligible for a refund but may apply their registration fee to the following year's conference provided they contact the WSATA within 30 days of the meeting conclusion. Any difference will be the responsibility of the registrant.

All requests must be made in writing or done electronically, stating Full Name, Address, NATA Membership Number and Conference Date.

Mail Attention To:  
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PO BOX 60255  
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[treasurer@wsata.org](mailto:treasurer@wsata.org) | Subject line: WSATA Meeting Refund