



## **Cancellation Policy**

A cancellation must be in writing and faxed to (661) 861-8005 or emailed to [staff@certfa.org](mailto:staff@certfa.org). Cancellations will be subject to the following schedule:

- Confirmed registrants may cancel and receive a full refund if cancellation is received by March 15, 2015.
- Cancellations received after March 15, 2015 but before April 15, 2015 will be subject to a \$100 administrative fee.
- Cancellations received after April 15, 2015 but before May 15, 2015 may receive a refund of one-half of the paid registration fees.
- Cancellations received after May 15, 2015 are nonrefundable.

Cancellations after the May 15, 2015 deadline, due to medical condition or illness, family death, or other extraordinary circumstances may be assessed for refunds at the Board's discretion.

Arrangements for room and board made with UC Santa Barbara will be subject to UC Santa Barbara's cancellation policy.

## **Substitution Policy**

A registrant may elect to transfer their registration to another individual, subject to a \$50 administrative and processing fee. Any transfers must be in writing and be received no less than 30 days prior to the event.