

## Participant Registration Cancellation Policy

In the event a participant needs to cancel registration, the following *Participant Registration Cancellation Policy* will apply:

- Registration cancellations will be accepted until noon on the Monday prior to the conference start date.
- Paid fees will be refunded, less a \$25 processing fee.
- No refunds or transfers to future programs will be issued for cancellations received after the deadline.
- **Cancellation requests must be submitted in writing. To cancel, contact the CE Department at [optce@central.uh.edu](mailto:optce@central.uh.edu).**