

# IIAMD'S CANCELLATION/REFUND POLICY

## CE Seminars & P/C Courses

- Cancellation and/or reschedule requests must be received **in writing** by email (rebekah@iiamd.org) or fax (410-766-0993). You are responsible for ensuring that IIAMD receives your written request. IIAMD will reply with a written acknowledgement.
- All registrations are binding. If you register for a seminar you are responsible for payment of that class. No shows will be invoiced!
- To receive a full refund or transfer to another seminar, a registration must be canceled no less than 7 business days prior to the start of a seminar.
- Cancellations made within 7 business days prior to the start of a seminar are not eligible for a refund or transfer. All registration fees will be forfeited. *No Exceptions!*
- Failure to appear for a seminar will result in forfeiture of the course fee. No transfers!
- IIAMD reserves the right to cancel or reschedule seminars at any time. If IIAMD cancels or reschedules the seminar due to weather or unforeseen circumstances beyond the control of IIAMD, you are entitled to a full refund, but IIAMD is not responsible for travel arrangements, travel fees, or any expenses incurred by you as a result of such cancellation. If IIAMD cancels a seminar in which you are enrolled, you will be contacted at the email address you provided when registering, so please be sure to provide a valid email address.
- Substitutions of attendee(s) are welcomed at any time!

## Free Ethics & Flood for IIAMD Members

- All registrations are binding! If you do not show up for a free CE seminar you will be invoiced \$15 per credit hour.

## Free P/C Licensing course for Veterans

- All registrations are binding! If you do not show up for the licensing course you will be responsible for payment of the course. You will be invoiced the non-member fee of \$350.

## ACSR Personal Lines & Commercial Lines Program

- No refunds, No transfers and no substitutions.