**FITNESS NB POLICIES and PROCEDURES**

**PERSONAL TRAINING and FITNESS SUMMIT**

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*Policy #:* 13005S **Summit Cancellation Fee**

*Date approved by Board:* ***September 27, 2013***

**Rationale:** At times, individuals who have registered and paid for the FNB annual conference, request a cancellation of their registration and a refund of the fees paid. Since this takes staff time to process, a fee for administration costs should be charged.

**Policy:** If an individual has registered and paid for the Summit and requests a cancellation and refund prior to the event, a cancellation fee will be charged as follows:

* Any individual requesting a refund up to one week prior to the event will be charged a fee of $50.00 to cover the administrative costs associated with processing the original registration and the subsequent cancellation.
* NO refunds will be given when requests are received after the week prior to the Summit.

Effective Date: ***September 27, 2013***