

AT:LAST, Inc.

CANCELLATION POLICY

As a courtesy to the presenter(s) and your fellow attendees, the following Cancellation Policy is in effect. For simplification, the word “event” is used to denote any training or workshop AT:LAST conducts either in-house or off-site.

Your registration is not complete or guaranteed until payment is received. Your seat will be forfeited if payment, purchase order, or other official notification is not received one calendar week before the event date or the published cancellation date. There are no exceptions. An email reminder will be sent approximately ten days before the event; however, if you do not respond, your seat will be forfeited. If you paid for the training but are unable to attend, you are welcome to send a substitute in your place. Please notify us if this will occur. Failure to attend a training for which you have registered and paid is NOT considered a cancellation, and full payment will apply. No refunds will be given.

A \$25 administrative fee will be assessed for any cancellation notice given more than one calendar week prior to the event. No refunds will be given for cancellations made within one calendar week of the event.

Pre-registration fees, if collected, are refundable ONLY if AT:LAST receives written (or email) notice of your cancellation at least one calendar week before the event. In the case of “make and take” events, the materials fee plus \$25 will be assessed.

AT:LAST reserves the right to cancel any event in which case a full refund (or credit against another registration, if desired) will be issued.