# ARC Registration: Cancellation, Refund, and Substitution Policy

Effective with ARC 2019 registration, the following cancellation, refund, and substitution policy is in place pertaining to ARC registration:

**Deadlines**

April 30, 2019:

ALL registration cancellation requests received on or before Tuesday, April 30, 2019 will be subject to a $25 administrative fee; requests must be made in writingvia email to Gina Pierce at [gina.pierce@humboldt.edu](mailto:gina.pierce@humboldt.edu).

1. If registration has already been billed, then the registrant will receive a refund less a $25 administrative fee.
2. If registration cost has not been billed yet, only a $25 administrative fee will be billed.

Substitutions are allowed without additional cost.

May 1, 2019:

No refunds will be issued for registration cancellations received on or after Wednesday, May 1, 2019.

Substitutions are allowed without additional cost.

May 15, 2019:

Registration substitutions will be allowed through Wednesday, May 15, 2019.

After this date, no substitutions are allowed.

**Details**

* Registration fees CANNOT be applied toward future conferences.
* Authorized cancellation refunds which have met the deadline will not be processed until after the conclusion of the conference and will be processed before the June 2019 year end close.
* Requests for cancellations and substitutions must be made in writing via email to Gina Pierce at [gina.pierce@humboldt.edu](mailto:gina.pierce@humboldt.edu).

8/20/18 km/gp