

The Association of Environmental Professionals – Central Chapter Cancellation and Refund Policy

Event Cancellation by AEP

AEP reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event infeasible. If AEP cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

Registration Cancellation by Participant (Pre-paid)

Unless specifically stated on registration materials, the deadline to receive a refund for an event is two business days (48 hours) before the event. Cancellations received after the stated deadline will not be eligible for a refund. Refunds will not be available for registrants who choose not to attend an event. Cancellations will be accepted in writing or by phone and must be received by the stated cancellation deadline. Send cancellation notice to AEP Board at aepcentral@gmail.com, or by calling Kristine Johnson at 559.456.3292, Mike Eng at 559.230.3302, or Amy Fischer at 559.490.1210.

Registration Cancellation by Participant (Balance Due)

Unless specifically stated on registration materials, the deadline to cancel a registration for an event is two business days (48 hours) before the event. Cancellations received after the stated deadline will be invoiced at the Non-Member rate listed on the event announcement. Cancellations will not be available for registrants who choose not to attend an event. Cancellations will be accepted in writing or by phone and must be received by the stated cancellation deadline. Send cancellation notice to AEP Board at aepcentral@gmail.com, or by calling Kristine Johnson at 559.456.3292, Mike Eng at 559.230.3302, or Amy Fischer at 559.490.1210.

No Shows

Unless specifically stated on registration materials, the deadline to cancel a registration for an event is two business days (48 hours) before the event. Participants who don't cancel and decide not to attend an event will be invoiced at the Non-Member rate listed on the event announcement.

Transfers and Substitutions

If you are unable to attend the event you may transfer your registration to someone else (e.g. a colleague) for the same event (i.e. same date and location). We do not grant refunds for no-shows. If you would like to transfer a registration, please contact aepcentral@gmail.com, or by calling Kristine Johnson at 559.456.3292, Mike Eng at 559.230.3302, or Amy Fischer at 559.490.1210.