**CCS CPD CANCELLATION AND REFUND POLICY**

It is recommended that all scientific planning committees establish policies regarding registration cancellation and sponsorship refunds.

The policy should indicate the amount of the refund and timelines that a refund will be honored and processed.

It is suggested that a specified amount as a percentage of the registration fee be identified as non-refundable and retained for administrative and processing purposes.

# CCS – CPD Program CANCELLATION & REFUND POLICY

CCS reserves the right to cancel or reschedule a program due to insufficient registration, cancellation by the scientific planning committee or any other circumstances that are beyond our control.

CCS will attempt to contact all registrants by the same method they registered.

Any registrant cancelling their registration up to 15 days prior to the program will be refunded less 35% of the registration fee to a maximum of $150.00. No refunds will be issued for cancellations received after this date.

CCS does not assume any liability for any airfare, travel, hotel, or other damage that may arise from any program cancellation.