

## Connecticut Bar Association - Operations Policy

Policy Area	Meetings and Education
Subject	Refunds for Meetings
Title of Policy	Refund Policy
Effective Date	7/1/2014
Replaces (if applicable)	n/a

### 1. Policy Statement

Participant cancels meeting registration:

- Meeting registrations may be cancelled up to 48 hours before the start of the scheduled event. Members are encouraged to apply registration fees to a future event. Refunds will be issued upon written request.
- Refunds will not be issued for cancellations received within 48 hours of the start time of a scheduled event. The Executive Director may approve refunds within 48 hours in exceptional circumstances. A written request and explanation may be required.
- Requests for refund must be in writing or via email and be received before the cancellation deadline. Emails should be addressed to [msc@ctbar.org](mailto:msc@ctbar.org) and include the words “Meeting Cancellation” in the subject line and clearly refer to the appropriate meeting.
- Refunds are made by the same means as the payment received (e.g., check by check, credit card to the same credit card).

CBA cancels or postpones meeting (e.g., inclement weather).

- Registrations carried over to next event or if there is no such event a refund will be issued.

### 2. Reason for Policy / Background

The CBA relies upon paid registrations when planning for meetings, including but not limited to ordering food and making room arrangements. Additionally, in certain events, such as CLE programs, electronic materials are made available within 48 hours of the event. In each case late cancellation is expensive, disruptive to the meeting and unfair to participants.

### 3. Procedure to Implement Policy

The Policy Statement will be made available in a common place on the CBA website, and links made available on meeting registration notices.

