



## MBA Career Services & Employer Alliance

Setting the Standard. Connecting the Industry.

### **2019 European Conference Cancellation Policy**

*MBA CSEA incurs significant expenses prior to the event, so in order to minimize losses it is necessary that we maintain the following refund and cancellation policy:*

- Prior to 8 March, 2019: a full refund will be provided for all cancellations, less a \$100 administrative fee.
- 9 March – 8 April, 2019: no refunds will be provided. Exceptions will be considered for extenuating circumstances only, such as medical issues or a death in the family.

An alternate attendee from the same organization may be substituted at any time prior to the conference start with no penalty. However, if the original attendee is an active member and alternate is not, the difference in member/non-member rate must be paid at the time of substitution.

**Once a registration is made, it is considered final.** The Cancellation Policy applies even if payment has not been received.