

OCEA POLICY: REFUNDS / CANCELLATIONS / NSF CHEQUES

Revised: May 27, 2019



IMPORTANT – PLEASE READ:

REGISTRATION FEES AND EXTRA MEAL TICKETS: CONFERENCE / SYMPOSIUM / REGIONAL EVENTS:

Delegates will receive a 50% refund (less a non-refundable \$50.00 administrative processing fee) of the CONFERENCE / SYMPOSIUM / REGIONAL EVENT registration fee only if written notification is received in our office via e-mail (Attn: **Carol Madsen**, oce@rogers.com) **NO LATER THAN** two (2) weeks prior to the start date of the CONFERENCE / SYMPOSIUM / REGIONAL EVENT - **AFTER THAT DATE, NO REFUNDS WILL BE ISSUED.**

MEMBERSHIP FEES: NO REFUNDS ON INDIVIDUAL MEMBERSHIPS (please see note below for further information) **AND MEMBERSHIPS ARE NON-TRANSFERABLE.**

NOTE: ***PRIOR TO APPLYING / PAYING FOR AN INDIVIDUAL MEMBERSHIP ONLINE***, please check with your **SCHOOL BOARD LEAD** to see if a “**School Board Subscription (SBS) with OCEA**” has been purchased for that school year – if a membership is purchased individually, and then you learn that the school board has a “**School Board Subscription (SBS)**” for that school year, the member will only have **45 days**, from the date of purchase, to request a **reimbursement / refund** - **AFTER THAT DATE, NO REFUNDS WILL BE ISSUED.**

RESOURCE ORDERS: NO REFUNDS AND NO EXCHANGES. ALL SALES ARE FINAL.

NSF CHEQUES: There will be a charge of \$45.00 for an NSF cheque. Please allow four (4) weeks for processing of cheques to avoid this problem.