CONFERENCE & PROGRAMS TERMS AND CONDITIONS

Cancellation Fee
If you cannot attend the conference or program, you may transfer your registration to another participant or request a refund. The number of days prior to the first day of the conference or program will determine the amount of your refund. Cancellations requests will receive:

<table>
<thead>
<tr>
<th>Conferences</th>
<th>Programs</th>
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<tbody>
<tr>
<td>A full refund less a processing fee more than 60 Days</td>
<td>30 Days</td>
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<tr>
<td>75% of the registration fee less a processing fee between 31-60 Days</td>
<td>10-29 Days</td>
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<tr>
<td>50% of the registration fee less a processing fee between 15-30 Days</td>
<td>4-9 Days</td>
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<tr>
<td>No refunds will be issued on or after 14 Days</td>
<td>4 Days</td>
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1. Processing fees can vary from event to event. Please check the conference website for more details.
2. Notification of cancellation must be in writing. Email (CE-Registration@georgiasouthern.edu) or fax (912-478-0847) is acceptable.
3. No refunds will be made for weather-related issues.
4. All refunds will be processed in the same manner as the original payment. If paid by credit card the refund will be issued to the credit card used. Payments made by check will be refunded by a check and may take up to 30 days to process.
5. Any substitutions must be received in writing no later than 14 days prior to the first day of the event. Please note there will be a $25 processing fee if a substitution is to be made after that date.

Special Accommodations
We aim to organize conferences and programs where attendees can participate with as few challenges as possible. If you are in need of accommodations that meet the regulations of the Americans with Disabilities Act, please indicate so during your registration. Note that requests for accommodation can be considered only if registration has been completed by the early registration deadline and appropriate details were provided in the registration. We will be confirming the receipt of any accommodation request with the registration.

Non-Payment
Please ensure we receive payment within 5 business days of registering. Failure to pay any sums when due will result in cancellation of your registration or you will be responsible for paying the late registration fee. Should any balance remain, the account balance will be submitted to a collection agency and all fees and costs of collection, including attorney’s fees, will be paid by the customer.

Returned Check Fees
Checks returned for any reason will be assessed a service fee of $30.00, or 5% of the face value of the check, whichever is greater.

Convenience Fee
A 2.75% non-refundable convenience fee will be added to all credit and debit card payments the Division of Continuing Education must pay to the credit card processor. Alternative payment methods are available to avoid a convenience fee.

Processing Fee
For information on processing fees related to cancellations, contact the Registration Office at 1-855-478-5551.
Student Registration:
By scan or fax, students must provide a photo ID or other approved proof of student status when they register. For registration assistance, call toll-free 855-478-5551.

International Registration Requirements:
If you require an invitation letter to obtain a visa or to satisfy other travel requirements, please make sure to register early and indicate so in your registration – letters can be issued only for early bird registrations. Upon completing the registration, you will be required to provide your name, title, affiliation, your passport number, country that issued your passport, date of issue, expiration date, place of issue, date and place of birth to the conference organizer. We will issue an invitation for the attendance of the annual conference only. Invitation letters will generally be sent as an email attachment. Be advised that Georgia Southern University will not provide travel reimbursement, honoraria, scholarships, or any other type of remuneration for your stay in the U.S.