



Cancellations/Substitutions/Refunds:

The terms below apply to in-person, hybrid, and virtual programs:

1. Cancellations up to four business days prior to start of program may:
 - a. Immediately transfer their registration to another employee.
 - b. Receive a refund, less a \$45 cancellation fee.
2. Cancellations less than four business days prior to start of program may:
 - a. Immediately transfer their registration to another employee.
 - b. Receive a 50% refund of the registration fee.
3. Cancellations not made prior to the first day of the program will be charged the full registration fee. A substitute may be sent to the first day of the meeting in place of the original attendee.
4. MREA will notify attendees if an event is cancelled due to inclement weather or other related concerns/restrictions. In the event MREA does cancel an event, refunds will be sent for those pre-paid attendees. If an attendee cancels due to weather or other related concerns/restrictions and MREA continues to hold the event, the above cancellation policy will apply.