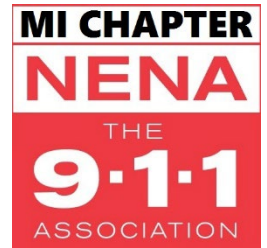


## Joint Michigan APCO / NENA Fall Training



### **REGISTRATION CANCELLATION POLICY**

The Michigan Public Safety Telecommunications Training Sub-Committee ensures that the fall joint training is held with solid fiscal management and budgeting. The Cancellation Policy deals with cancellation requests from individuals who have submitted a registration and fees for the training.

Requests received fourteen (14) days or greater out from the date of training will have 100% returned, with the exception of the following:

1. Administrative registrations fee incurred by the training will not be returned.
2. Requests received less than fourteen (14) days out from the Training will not be refunded, with the exception of the following:

A formally declared state of emergency by the State of Michigan, the county, the local municipality hosting the training, or the local municipality that the attendee is traveling from results in an inability to attend the training. In such circumstances a copy of the declared emergency must accompany the request for reimbursement to the Treasurer. The reimbursement amount shall not exceed 50% of the cost of registration.

A substitute/alternate attendee from the agency will be accepted without penalty provided a written request is submitted to the Treasurer prior to the first day of the training.

Requests for refunds must be received in writing by the Treasurer with the reason for the cancellation request.