

## **Association of Fundraising Professionals Greater Cleveland Chapter**

POLICY TITLE:	Payment, Refund and Cancellation
CLASSIFICATION:	Board/Executive
POLICY NUMBER:	2010-0612
APPROVED:	September 2018

Payment must be made at the time of the reservation or guaranteed with a credit card.

The attendee can give a credit card to hold the reservation and then pay at the door with cash, check, etc.

For reservations that are cancelled by 3:00 p.m. at least three (3) business days prior to the event (NPD excluded), full payment will be refunded or can be applied toward one future luncheon/educational program (NPD excluded).

Reservations cancelled two days or less prior to the event will not be refunded or transferred as credit for another program but may be transferred to another attendee for the same program.

Reservation and payment may be transferred to another attendee for the same program. If a non-member attends in place of a member, the price difference must be paid. If a member attends in place of a non-member, the price difference will be credited.