

ICF Vancouver Chapter: Refund and Cancellation Policy

Program cancellation

Where the ICF Vancouver Chapter cancels an event, chapter meeting or program, a full refund will be given to those who have purchased a ticket.

Participant cancellations

Chapter meetings

A refund, less an administration fee of \$5, will be issued for cancellations received within 48 hours of the meeting. Notice of the cancellation, accompanied by the original e-receipt, must be received via email to the board treasurer. No refunds will be issued for cancellations received within 48 hours of the chapter meeting.

Special events, programs, workshops

A refund, less an administration fee of 20% or a minimum of \$50, will be issued for cancellations received within 2 full weeks of the event, program or workshop. Notice of the cancellation, accompanied by the original e-receipt, must be received via email to the board treasurer. No refunds will be issued for cancellations received within 2 weeks of the event, program or workshop.