



UNIVERSITY OF MASSACHUSETTS BOSTON

*50 Years*

## REFUND POLICY FOR U-ACCESS CONFERENCE

### Refunds and cancellations – non-emergency

If you cannot attend the conference, you may transfer your registration to another attendee from your institution, request a refund, or leave the fee paid as a donation towards the conference.

There will be no penalty for cancellations received on or before the date 30 days prior to the day of the annual conference. The full amount paid minus a 10% processing fee will be refunded.

A \$15 fee will be charged with the transfers of registration to another attendee for the same conference. A cancellation fee of 50% of registration costs will be applied for cancellations received between 29 to 10 days before the annual conference.

No refund will be issued for cancellations received less than 10 days before the day of the annual conference. Transfers can only be made if requested by a deadline of 10 days prior to the conference.

All cancellations or requests for transfer registration in writing via e-mail to the conference registrar at [u-accessevent@umb.edu](mailto:u-accessevent@umb.edu).

Telephone requests will not be honored. Please email cancellations, if possible, and expect confirmation within two days. For any follow up questions, you can reach the conference registrar at 617-287-3190.

You can fill out the refund request form by clicking in this link:

<http://goo.gl/forms/nkKCLrwUEB>

