



CGCPMI REFUND & CANCELATION POLICY:

CGCPMI reserves the right to cancel or postpone an event due to low enrollment or other reason; including, but not limited to instructor availability and inclement weather. CGCPMI will make every effort to provide at least 5 days' notice of event cancellation, or as soon as known. Cancellation notice will be sent to all registrants via email, as well as the Chapter Website (<http://www.pmicolumbusga.org/>). Updates to the revised event schedule will be posted as soon as they are available!

If CGCPMI cancels an event, registrants will have the option to either receive a full refund or transfer registration to the same event at a future date.

CGCPMI is not responsible for additional expenses an attendee may have incurred to participate in an event including, but not limited to lodging and travel expenses.

REFUND POLICY

The PMI Columbus, GA Chapter **Cancellation & Refund Policy** includes the following policies:

1. **Full Refund** for payment rendered, is awarded when the event is cancelled by the PMI Columbus, GA Chapter.
2. **Requested Refunds** are awarded as follows:
 - 100% Refund** less \$5.00 processing charge or 90% refund (whichever is greater) for requests received prior to the event refund cutoff date (RSVP Date).
 - 50% Refund** for requests received after the event cutoff date, but before 48 hours of the event.
 - No refund** if request is received within 48 hours of the event.
3. An alternate may attend with a printed receipt from the original registrant

PROCESSES/PROCEDURES

REQUEST FOR REFUND:

1. Participant must request refund via Email to the event contact person listed in the event information in the event notice
2. Refund amount is determined and calculated per the aforementioned policies

REFUND:

1. Refunds are provided from PMI Columbus, GA Chapter via reverse charge to the credit card used to register for the event. (Credit cannot be applied to any account)
2. Refunds are processed within 21 days of receipt of refund request.
3. Inquiries on the status of a refund must be sent vial Email to the event contact person listed in the event information in the event notice