

APWA Wisconsin Chapter Event Cancellation Policy

Cancellations must be made by the late registration date listed on the registration form for either the paper or electronic versions. A full refund will be made for any refund request received by the close of that day. A twenty five dollar (\$25) administrative fee will be charged for all cancellations. No refunds are given after the late registration date has passed.

Special circumstances will be decided on a case by case basis, first by the host committee and then approved by the Executive Committee. Individuals requesting a refund are required to submit their requests to the host committee and copy the Chapter's Treasurer and must include their mailing address and to whom the check should be written. All approved refund requests will be issued after completion of the conference/event.