

## CANCELLATION POLICY/TRANSFER POLICY

Before an event begins, ATA incurs substantial administrative cost related to your registration. Therefore the following fees apply:

Number of Days before event	Substitutions Allowed	Transfer Fee	Cancellation Fee
<b>More than 30 days</b>	Yes (no fee)	None	None*
<b>15-30 days</b>	Yes (no fee)	25% of registration fee	50% of registration fee
<b>Less than 14 days</b>	No	50% of registration fee	100% of registration fee

**Transfers:** Transfer requests must indicate the new event date the participant wishes to attend. 100% of the full registration fee is non-refundable if:

- The participant does not attend another event within one year of the original event start date.
- The participant transfers more than two (2) times.
- The participant transfers the registration and then cancels at a later date.

**Refunds:** Refunds will be submitted to the original payment method unless otherwise requested by the registrant.

\* Unless the registration has been previously transferred.