



Rotary District 5370 Event Cancellation Policy

We understand that circumstances may arise that require you to cancel registration for District 5370 sponsored events. Please read the cancellation policy for District 5370 events before you register. The cancellation policy for each event is set based on contracts with hotels, venue hosts and the need to print training material. Each district hosted event may have a different cancellation policy, please ensure you fully understand the policy before you register.

Administration fee:

Due to financial obligations for conferences, seminars and other events sponsored by District 5370 there is an administration fee for all cancelled registrations. Each event will post the cancellation administration fee structure on the event Clubrunner page.

Reimbursement:

The amount of reimbursement above the administration fee will be established for each event. Normally the amount of reimbursement is lower closer to the event. If the registrant does not attend the event without providing written notice (no-show) all fees will be forfeited.

Transfer of registration:

All fully paid registrations may be transferable to other Rotarians or non-Rotarians if they are qualified to register for the event or seminar. Transfers must be made by the registered person in writing to the registrar of the event. Details must include the full name of the replacement person, their title, contact phone number and email address.

Cancellations or Refunds:

Requests to cancel registrations must be received 30 days prior to the event.

Annual Training Events:

For annual event such as Fall Leadership Assembly, Spring Leadership Assembly and the District Conference, all registration cancellations are subject to the following cancellation fee:

Cancellations must be received in writing (via email or post) in advance of the event.

The following cancellation structure apply:

- 6+ weeks notice: Full refund
- 5-6 weeks notice: 60% refund
- 4-5 weeks notice: 40% refund
- 0-4 weeks notice: No refund
- Failure to attend: No refund

Please note the annual President Elect Spring and Fall Training fees are non-refundable.

The cancellation policy for the Youth Services events and activities is outlined in the Youth Services Financial Policies.

For more information, contact the registrar for the specific event as listed on the registration form.

Thank you for your understanding, District 5370 will try to accommodate Rotarians who find it necessary to cancel registration for district events within these guidelines.