

EVENT TERMS & CONDITIONS

This policy applies to all non-CEFL Course programs, meetings, events, and conferences ["Event"] whether in-person or virtual and for all circumstances to include any health-related reasons.

Event participants acknowledge that changes in itinerary, location, content, host or other arrangements may happen with little or no notice before the event date, in response to reasons including but not limited to: weather events, security events, public health issues, host or team sickness or injury. NAEF reserves the right to do so at any time, although we will make every attempt to make decisions jointly with the participants.

NAEF CANCELLATION OF AN EVENT

It may be necessary to cancel an Event for reasons beyond our reasonable control. If NAEF is required to cancel an Event, we will offer the choice of either: (1) a refund for the amount paid less an Administrative Fee; or (2) credit towards a future Event, subject to availability, and which must be used within six [6] months from the date of cancellation. In such cases, NAEF liability is limited to refunding the registration fee less the Administrative Fee according to the policy above for the affected Event. Beyond that, NAEF shall not be liable for any costs or loss resulting from an Event change or cancellation which was the result of something outside our reasonable control. NAEF reserves the right to return the payment and refuse acceptance of the registration at any time, for any reason, at no penalty to us. Once approved, a refund will be issued within thirty [30] days of receipt of the cancellation notice and based on the original payment method.

CANCELLATION REQUEST BY REGISTRANT

An Event cancellation request must be made in writing; email is acceptable. A refund of the paid registration fee will be calculated based on when the cancellation request is received relative to the date of the scheduled Event. Specifically:

- Eighty percent [80%] when the receipt date is greater than sixty [60] days;
- Fifty percent [50%] when the receipt date is between sixty [60] days and thirty [30] days;
- Twenty-Five percent [25%] when the receipt date is between thirty [30] and fifteen [15] days;
- No refund will be granted when the receipt date is fifteen [15] days or less.

A cancellation request received less than ten [10] days prior to a scheduled Event (or after the Event date has passed) due to an extenuating circumstance may be reviewed by the NAEF Executive Director and/or designated Officer/Committee Chair who in turn will recommend the appropriate refund and action to the Board of Directors. Extenuating circumstances can be (but not limited to) death in the family.