



# CANCELLATION/REFUND POLICY

The National Catholic Development Conference, Inc. (NCDC) maintains the following Refund/Return policies:

## **NCDC Membership, Advertising, Sponsorship and Publications**

NCDC does not extend refunds nor does it transfer payments for membership dues, advertising payments, sponsorships or publication sales.

Replacements for missing or damaged NCDC publications may be requested by contacting the NCDC National Office.

Questions regarding membership, advertising, sponsorship or publications payments, including NCDC charges to credit cards one wishes to dispute, should be directed to the NCDC National Office.

## **Event Cancellation or Postponement (exclusive of the Annual Conference)**

NCDC reserves exclusive right to modify, postpone/reschedule or cancel programs for any reason, including but not limited to emergency, inclement weather or other 'acts of God.' If there is an event cancellation, every attempt will be made to reschedule, and registration fees will be applied to the rescheduled event date. Any travel, lodging, or incidental expenses incurred related to a cancelled event cannot be refunded under any circumstances. If a cancelled event cannot be rescheduled, NCDC will determine an equitable basis for the refund of a portion or all of the registration fees, after due consideration of circumstances and expenditures.

## **NCDC Events, Meetings and Workshops (exclusive of the Annual Conference and Webinars)**

All cancellations must be submitted in writing to [membership@ncdc.org](mailto:membership@ncdc.org) or faxed to 202-637-0471. Cancellations received in writing before 14 days prior to the date of the event, meeting or workshop will receive a refund minus a 20% administrative fee. Cancellations received in writing 13 days or less prior to the event will not receive a refund. Special consideration regarding refunds may be given in serious, unforeseen circumstances, at the discretion of NCDC.

## **Annual Conference Attendee Registration**

All cancellations must be submitted in writing to [membership@ncdc.org](mailto:membership@ncdc.org) or faxed to 202-637-0471. Cancellations received in writing before 60 days prior to the start date of the Annual Conference will receive a refund minus a \$150 administrative fee. Refunds will be processed after the completion of the Conference.

Cancellations received less than 60 days prior to the Conference will not receive a refund. Special consideration regarding refunds may be given in serious, unforeseen circumstances, at the discretion of NCDC. Spouse/Guest, Gala, Event, Workshop and other additional fees are non-refundable.

In the event that the premises where the Conference is to be held shall, in the sole determination of NCDC, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any federal, state or local law or regulation or by reason of any other occurrence beyond the control of NCDC, NCDC may relocate, cancel or terminate the Conference. In the event of such relocation, cancellation or termination, or any other relocation, cancellation or termination, NCDC reserves the right to refund all, none or a portion of registration fees as NCDC deems, in its sole discretion, appropriate.

### **Annual Conference Exhibitor Registration**

All exhibiting companies ("Exhibitors") are subject to the Exhibitor Registration agreement. The complete text can be found on the exhibitor registration form or through the NCDC National Office.

Exhibitors may cancel the Exhibitor Registration Agreement subject to the terms of the agreement at any time by written notice to NCDC to [membership@ncdc.org](mailto:membership@ncdc.org) or faxed to 202-637-0471..

Refund requests submitted before the deadline in the Agreement shall receive a partial refund. Refund requests submitted after the deadline in the Agreement will not receive a refund.

In the event that the premises where the exposition is to be held shall, in the sole determination of NCDC, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any federal, state or local law or regulation or by reason of any other occurrence beyond the control of NCDC, NCDC may relocate, cancel or terminate the exposition. In the event of such relocation, cancellation or termination, or any other relocation, cancellation or termination, NCDC reserves the right to refund such portion of Exhibitor registration fees as NCDC deems, in its sole discretion, appropriate.

### **Webinars**

A full refund of the registration fee will be assessed for any NCDC webinar that is canceled in writing to [membership@ncdc.org](mailto:membership@ncdc.org) or faxed to 202-637-0471 with at least 48 hours' notice.

A registration fee for webinars may be transferred to another session or archive product within the same calendar year. Registration fees may not be carried to a future calendar year. Archive products include the CD recording package or download and handouts for any past program (or future program that will occur in the same calendar year.) Refunds will not be awarded for the difference in price between the canceled webinar and the recorded version.

There is no refund for the NCDC Member Package or other promotional programs. You may transfer a program one time to another program, download or CD. Any program, download or CD purchased individually is priced at the published rates.

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