



• Since 1973 •

AACMA

AACMA Refund Policy 2024

1. Membership Fees

- a. Membership application fees are non-refundable
- b. If a member resigns part way through the year, no refund will be provided
- c. If a member resigns prior to the commencement of a year, a full refund of any pre-paid fees will be provided
- d. If a member downgrades part way through a year, no refund will be provided
- e. If a member downgrades prior to the commencement of a year, a full refund of any pre-paid fees will be provided, either as a cash refund or credit on their account

2. Events (including webinars)

- a. If cancellation of attendance at an event is received 7 days or more before the event date, a refund of the pre-paid fee less a \$20 admin will be provided
- b. There is no refund for cancellations received less than 7 days before the event date or for non-attendance, however a credit of the pre-paid fee less a \$20 admin fee may be provided for attendance at a future event
- c. If the event date, time or venue are changed, cancellations received before the Friday prior to the event will be eligible for a refund or credit against a future event

3. Conferences (AACMAC)

- a. If a member cancels registration a minimum of 90 days prior to the conference date, a full refund of pre-paid fees, less \$75 admin fee, will be provided
- b. If a member cancels registration a minimum of 30 days prior to the conference date, a full refund of pre-paid fees, less \$125 admin fee, will be provided
- c. If a member cancels registration a less than 30 days prior to the conference date, no refund will be provided
- d. There is no refund once a letter of invitation for visa purposes has been issued
- e. If cancellation of a conference workshop is notified a minimum of 30 days prior to conference, a full refund of pre-paid fees, less a 30% admin fee, will be provided
- f. No refund will be provided for cancellations less than 30 days from the conference

4. General

- a. Exam fees are non-refundable
- b. All orders of items from Head Office are non-refundable

Please note: For the purpose of this policy, AACMA considers a year to be the term of a membership of the Association. This term commences on January 1st and concludes December 31st of the same calendar year