



## IASB Event Cancellation & Refund Policy

The Iowa Association of School Boards (IASB) reserves the right to revise and amend this policy as necessary with consideration for board member safety, accessibility, and registration protocols.

### Event Cancellation

Cancellation notices received **8 or more business days prior** to an event will receive a full refund of the registration fee.

### Late Cancellation

Cancellation notices received **2–7 business days prior** to the event may qualify to receive a reduced refund of the registration fee. Partial refunds may be considered for the following reasons:

- Death/funeral in the registrant's family or school.
- Medical emergency resulting in surgery or hospitalization of an immediate family member.
- Vehicle accident which impacted the ability to travel to the event.
- School emergency resulting in the call for a special school board meeting.
- Jury duty.

### No Show/No Cancellation

Registered attendees are expected to notify IASB staff should a cancellation become necessary.

If a cancellation notice has not been received **the business day prior to the event**, the registrant is considered a "No Show" or "No Cancellation" participant and will be charged the full registration fee. Partial refunds may be considered for the following reasons:

- Inclement weather conditions preventing attendance at the event.\*
- District student activities (such as statewide tournaments) where the conflict was unknown at the time of registration.
- Jury duty.

### Event-Specific Considerations

Cancellation notices received **less than 7 business days prior** to the event may qualify to receive a reduced refund of the registration fee. Partial refunds may be considered for the following reasons:

- **IASB Conferences:** Cancellations received **2–7 business days prior** to the event will be charged 50% of the registration fee. Includes one-day conferences and spring Summit events.
- **Two-Day ISFLC Conferences:** Cancellations received **2–7 business days prior** to the event will be charged \$115.

- **IASB Annual Convention:** Cancellations received at least **2 business days prior** to the event will not be charged a cancellation fee.

*\*Subject to discretion of IASB staff.*