

ASA MOCA COURSE RESCHEDULING & CANCELLATION POLICY:

1. Payment is due at the time of registration. Space will not be held unless monies are received. Thus, reservations made without payment are placed in a wait-listed status.
2. We must have at least five participants to conduct a successful course. Participants will be notified at least 10 business days before a class should the course need to be cancelled. We will make every effort to reschedule participants at a mutually convenient time.
3. Participants can cancel a course reservation up until 10 business days prior to a course, and all monies will be returned minus a \$100 processing fee.
4. Participants can change a reservation date up until 10 business days prior to their scheduled course. The processing fee will be waived on the first rescheduling.
5. Participants can cancel a reservation less than 10 business days prior to their scheduled course. However, the course registration fee will not be refunded unless a wait-listed participant can be found to fill the spot. If the spot is filled, the registration fee will be refunded minus a \$200 processing fee.
6. Participants can reschedule a reservation less than 10 business days prior to a course but a \$200 processing fee will be charged unless a wait-listed participant can be found to fill the spot.
7. Participants who cancel within 24 hours of a course (or do not show up) will forfeit their full registration fee.
8. The Director of the MOCA Simulation Course reserves the right to make exceptions to the above rules on a case-by-case basis, primarily for the consideration of illnesses, accidents, or other legitimate documented reasons for rescheduling or cancellation. All appeals must be made in writing to the Director prior to the date of the event for such special consideration.