



## CANCELLATION AND REFUND POLICY

All delegates registered for the Sonography Canada Conference wishing to send requests for cancellation/refund must do so in writing. Requests must be sent to the Sonography Canada office via e-mail, regular mail or fax (contact information below).

**More than 30 Days Notice:** Full refund will be given to delegates providing written requests are received 30 days (or more) prior to the first day of the conference, subject to a \$75 administration fee

**Less than 30 Days Notice:** Requests for refunds less than 30 days of the start of the conference will be eligible for a 50% refund.

**Personal Emergency Cancellation:** Full refund may be approved for reasons beyond control such as death or illness of self or immediate family. In such circumstance, the Sonography Canada office must be contacted by phone, letter or e-mail, and is subject to a \$75 administration fee.

**Substitution Policy:** Registrants may send a substitute in their place in lieu of requesting a refund. A written request must be made to the Sonography Canada office. Substitutions requested **less than 30 days** of the start of the conference will be subject to a \$75 administration fee.

**Returned Cheque Policy:** If any cheques are returned due to insufficient funds, Sonography Canada will charge a \$25 administrative fee. Sonography Canada reserves the right to refuse to honour future cheques and may request an alternative form of payment to process the conference registration.

**To request a refund, contact Sonography Canada:**

**E-mail:** [conferenceinfo@sonographycanada.ca](mailto:conferenceinfo@sonographycanada.ca) **Fax:** 888-743-2952 **Phone:** 888-273-6756

---

PO Box 1220, Kemptville, ON K0G 1J0  
Toll Free Phone: 1-888-273-6746 Toll Free Fax: 1-888-743-2952  
[info@sonographycanada.ca](mailto:info@sonographycanada.ca) [www.sonographycanada.ca](http://www.sonographycanada.ca)