

## FSU AHEC Program Tobacco Treatment Specialist Training Cancellation/Refund Policy

Due to the limited number of spaces and the costs to facilitate this training, we have implemented the following cancellation/refund policy with all registration fees applied toward attendance at the FSU College of Medicine AHEC Tobacco Treatment Specialist Program.

**Greater than 15 Days:** Registrations cancelled more than 15 business days from the program start date will be granted a refund, less a \$25 cancellation fee. Alternatively, the registration fee may be transferred to another participant within the same organization or to a future, previously scheduled Tobacco Treatment Specialist Program. The registration payment may be transferred **only one time** to a future training. If the future training has a higher registration fee, you will be responsible for the difference. Florida Keys AHEC (conference management) must be notified of the cancellation/transfer more than 15 business days in advance of the program start.

**Within 15 Days:** All registrations cancelled within 15 business days from the program start date will be granted a refund, less a \$75 cancellation fee. Alternatively, the registration payment may be transferred to another participant within the same organization or may be transferred to a future, previously scheduled Tobacco Treatment Specialist Program. The registration payment may be transferred **only one time** to a future training. If the future training has a higher registration fee, you will be responsible for the difference. Florida Keys AHEC must be notified of the cancellation/transfer within 15 business days.

**Within 5 days:** All registrations cancelled within 5 business days from the program start date will forfeit 100% of the registration fee. Exceptions will be made for transfers of registration fees to another participant within the same organization for the same program dates of the original registration. Transfers to future trainings will not be granted.

**No Shows:** Participants who fail to attend the training will forfeit 100% of the registration fee. No transfer or exceptions will be accepted. Those who did not pay in advance will be billed for the registration fee and payment will be due upon receipt of the invoice.

**Receipt of Payment:** All registrations must be paid in full within 15 days from the start of the program, unless you have indicated that your registration is to be paid via employer Purchase Order (PO) or check.

**\*\*Please note:** You will not be allowed to participate in any future FSU AHEC Program Training without submitting the cancellation payment.

All registration fees are subject to this policy. If you have any questions regarding this policy, please contact: Keith Harris, Florida Keys AHEC – [kharris@fkahec.org](mailto:kharris@fkahec.org) or 305-743-7111 x203.

*The FSU College of Medicine AHEC Tobacco Program prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, parental status, religion, sexual orientation, genetic information, political beliefs, or any other characteristic protected by law.*