



# OSH Association

## EVENT CANCELLATION & SUBSTITUTION POLICY

The OSH Association offers group training programme discounts and continuing education units for the classes it holds. Cancellations fees will apply for any cancellations.

### **Training Program Discount**

OSH Association encourages group participation by providing a special group discount rate. Organizations that sponsor three or more employees will receive a 15% discount on each course registration fee.

### **Event Cancellation**

OSH Association reserves the right to cancel an event due to circumstances which would make the event non-viable. If OSH Association cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, OSH Association has the right to transfer registration fee to the same event at the new, future date. OSH Association reserves the right to change the subsequent policies at any given time.

### **Cancellation & Substitution Policy**

Please cancel in writing at least ten (10) business days prior to the event start date for a full refund. Refunds will be credited back to the delegate. Or, if you like, apply your fee to a future programme. Substitutions are welcomed; no refunds will be made on uncancelled registrations. Cancellations received less than three (3) days' notice will forfeit refund.

**Training/Conferences** – a \$100 processing fee will be charged for administrative fee or \$150 on multiple-day registrations

**For:**  
**Management**  
**OSH Association**  
**Events Department**