

## **AAPL Event Cancellation and Refund Guidelines**

### **General In-Person Event Guidelines**

American Association of Professional Landmen reserves the right to cancel an event for any reason. AAPL reserves the right to limit event enrollment for the comfort, safety and security of its attendees.

Should circumstances arise that result in the postponement/cancellation of an event, registrants will have the option to either: (1) request a full refund, (2) transfer their registration fee to another event or (3) receive a full credit on their account. Refunds, transfers, and credits must be requested in writing by email to [education@landman.org](mailto:education@landman.org). Refunds will be issued in the same form as the original payment and will be processed within 7-10 business days. If a registrant does not request a refund within 30 days of notification of the cancellation or postponement of an event, the registrant will be issued a credit on their account. Credits must be used or applied to another event within one year of the issue date or they will be forfeited.

If payment includes AAPL Professional Development Assistance for any event, the amount awarded will be transferred to the new event if requested in writing within seven business days. If no request for transfer is made, the amount awarded will be forfeited and will count toward the member's two calendar year Professional Development Assistance awards.

### **Travel**

AAPL is not responsible for any travel-related costs incurred and will not issue refunds for these expenses, including but not limited to airfare, car rental, lodging and parking fees.

### **Registration Cancellation by Participant**

The deadline to receive a refund for an in-person event is 3 p.m. (Central Time) at least seven days prior to the start of the event.

Cancellations received after the stated deadline will not be eligible for a refund. Refunds will not be provided for registrants who do not show up for their event without prior written notification to AAPL. These policies apply to all AAPL in-person events unless otherwise noted in the corresponding event materials. Please read all event information thoroughly.

### **E-Learning, Online, Live/On-Demand Webinar Events and Digital Download Content**

Refunds will not be provided for any fees for any automatic delivery content, such as on-demand webinars, e-Learning, online events or digitally downloadable content.

The deadline to request a refund for a live online event is 3 p.m. (Central Time) the day prior to the start of the event. If you are unable to attend a live online event, you will automatically be transferred to the recorded version.

After AAPL receives your written cancellation request for a live scheduled online event, you will receive notification once your refund has been processed. Please allow 7-10 business days for refunds to be processed. Refunds will be issued in the same form as the original payment.