



Washington State Association of Permit Technicians

Conference Registration Fee Refund Policy

The following policy covers the refund policy pertaining to conference fees associated with the Washington State Association of Permit Technicians.

The refund policy established on October 28, 2003, is as follows:

- A refund request in writing, e-mail or phone shall be made to the Association Treasurer within ten (10) working days prior to the conference. If such refund notice is received within the guidelines, a full refund will be given to the person or jurisdiction as indicated by the Treasurer's records within 30 days of the request.

Substitution policy established on October 28, 2003, is as follows:

- A conference attendee may be changed at any time prior to the conference. A substitute attendee shall notify the Treasurer prior to the conference or the registration desk at the time of the conference of any change in attendees. Conference attendees may also split up the registration with two people (one in the morning and one in afternoon, or by days). There shall only be one attendee per registration at any one time.

