

Summit Cancellation and Refund Policy:

Cancellation Policy

In the event you need to cancel your registration, you have the following options (on or before September 9):

1. Transfer your registration to another attendee from your affiliate (preferred)
 1. Registration transfer may be done **on or before September 9**.
 2. To initiate this option, contact YVCHQ Office Administrator [Heather Pedersen](#) as soon as you know you need to cancel.
 3. After YVCHQ receives payment from the new attendee who is taking your place, you will receive a refund from YVCHQ (see Refund Payment Policy).
2. Request a refund
 1. Refund must be requested **on or before September 9**.
 2. To initiate this option, contact YVCHQ Office Administrator [Heather Pedersen](#) as soon as you know you need to cancel.
 3. Cancellation with full or partial refund is only available until registration closes on September 9; after that, no refund will be issued (see Refund Payment Policy).

Refund Payment Policy

Refunds (full or partial) are subject to the cancellation schedule outlined below. Please note that cancellation with full or partial refund is only available until registration closes on September 9 end of day; after that no refunds will be issued.

1. On or prior to Aug 21 (early bird deadline): **100% refund** (minus any payment processing fees)
2. Aug 22-Sept 9: **50% refund**
3. After Sept 9: **0% refund**
4. Refunds will be made in the form of the original payment whenever possible. YVC will contact you via email to confirm when your refund has been initiated. Timeline for receipt of your refund will depend on method of payment and date of cancellation/refund.