

## **Speech & Swallowing Specialists of KC Continuing Education Cancellation Policy**

### **Refund of Fees When a Participant Cancels**

We understand that situations may arise that prevent participants from attending our programs. Our refund policy for participant cancellations is as follows:

- **Cancellation More Than 30 Days Before the Program:** Participants who cancel their registration more than 30 days before the scheduled program date will receive a full refund of all registration fees.
- **Cancellation 15-30 Days Before the Program:** Participants who cancel their registration 15-30 days before the scheduled program date will receive a 50% refund of the registration fees.
- **Cancellation Less Than 15 Days Before the Program:** Participants who cancel their registration less than 15 days before the scheduled program date will not be eligible for a refund. However, they may transfer their registration to another individual or apply the fee towards a future program offered by SaSS KC.

All refund requests must be submitted in writing to SaSS KC. These requests may be sent via email to our CEU coordinator, Sydney Parriott, at [sydney@sasskc.com](mailto:sydney@sasskc.com). Refunds will be processed within 14 days of receiving the request.