

AWI Refund Policy

Membership Dues and Magazine Subscription Fees:

Refunds for membership dues and magazine subscriptions will not be issued once payment is received, deposited in the bank, and entered into the accounting system.

Books, Periodicals, Products:

Refunds will not be issued once the order is received except in extenuating circumstances, which is at the discretion of staff.

Meeting & Program Fees:

Participants who cancel their registration, in writing via fax or e-mail at least fifteen (15) business days before the first scheduled day of the education week will receive a full refund, minus a \$50 administrative fee.

Participants may not receive a refund for an educational program if cancellation is received fourteen (14) business days, or less, prior to the first scheduled day of the educational week. Refunds will not be issued for a registrant's non-attendance or no-show. Companies may elect to send an individual to replace the original participant.

Please notify AWI, in writing, immediately if your company should wish to take this option. AWI Educational programs canceled by AWI will result in full and prompt refunds to registered participants.

Contact:

If you have any questions, please call 571-323-3636 or email our professional staff.