

General Cancellation Policy

Due to the fact that the ISACA Central Ohio Chapter incurs expenses, such as speaker-fees, materials, and food, which may be based on the number of registered attendees, all reservations made and not cancelled by the deadline must be paid for. In the case where the ISACA Central Ohio Chapter offers a free event to our members, no-shows not only cost the chapter expenses but also limit other interested members from attending the no-cost event.

If, at any point beyond the deadline, a registered attendee cannot participate in a registered event for any reason, he or she may send another individual* as a substitution without penalty. In this case, the registered attendee is requested to notify the Treasurer/Events in a timely manner.

General Cancellation

<u>Action</u>	<u>Paid Events</u>	<u>Free Events</u>
Cancellation before the noted registration deadline	Full Refund or Credit (if requested)	No Penalty
Cancellation subsequent to noted registration deadline or no-show	No Refund or Credit	ISACA reserves the right to invoice the member to cover expenses incurred

Please note: The ISACA Central Ohio Chapter may publicly advertise events hosted by third-parties, such as those arranged and hosted by The Institute of Internal Auditors (IIA) and the Information Systems Security Association (ISSA). The aforementioned cancellation policy does not extend to events hosted by such third parties, and cancellations are subject to the third-party's cancellation policy.

** For applicable events, such as monthly Chapter meetings, the substituted individual's ISACA membership status must match the registration type used at the time of registration. For example, if the registered attendee is a non-member, the substituted individual must also be a non-member.*