



April 24th, 2020

2020 National Conference – Refund Information

Please review this entire document as it provides essential information

The NAAHP leadership has approved the following adjustments that replace the existing refund policy for the 2020 National Conference that was scheduled in New Orleans in June. The National Office is currently finalizing procedures to equitably and efficiently manage this extensive project. We ask that you are patient with us as proper financial tracking and reporting are critical.

INFORMATION:

- Refunds for the National Conference will be processed automatically based on monies received by NAAHP. ***You do not need to request a refund.***
- If you paid by credit card, the refund must be credited back to the same card used.
- If you paid by check, the refund check must bear the issuer’s name on the original check.

REFUND POLICY:

Member/Non-Member Registration:	100% refund of registration fees*
Exhibitors/Health Professions Fair Registrations:	100% refund of registration fees*
Sponsors: NAAHP Executive Director, Tony Wynne, will personally contact each sponsor beginning May 1st to discuss new opportunities for sponsorship.	
<i>*Prior cancelations will receive the balance of partial refunds already processed under the existing refund policy</i>	

TIMELINE:

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| <ul style="list-style-type: none"> • NAAHP National Office expects to begin processing refunds beginning May 1st, 2020 • The entire process is likely to take between four to six weeks to complete • Refunds will be issued in the order that registration was received by NAAHP (oldest first) |
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To allow the National Office to process returns promptly, we respectfully request that you refrain from contacting the National Office with refund inquiries until June 1st.