

AUSIT PD Event Administration Fees and Registration Refund Policy

Approved by National Council, 28 July 2017

1. AUSIT PD Event Refund Policy

To allow us to adequately organise our Professional Development events, we ask that cancellations be advised as promptly as possible before the event. Registration fees can be refunded under the following conditions:

- 1.1.** Up to 14 calendar days before the event – 100% refund less administration fee (see below)
- 1.2.** Up to 7 calendar days before the event – 50% refund
- 1.3.** Under 7 calendar days before the event – no refund
- 1.4.** Extenuating or unforeseen circumstances beyond the individual's control will also be taken into account (including illness, injury or emergencies), upon provision of relevant evidence.

2. AUSIT PD Event Administration Fees

AUSIT is committed to providing high quality and low cost professional development opportunities for all interpreters and translators. To reduce administration costs, we ask all attendees to self-register through our online system.

Please note that a \$10 Administration Fee will be charged to the registrant in cases of:

1. registrations at the door (that is to our offices or at the door on the day of the event)
2. Cancellations, in cases where a refund of the registration fees is due.