



Cancellation Policy

Activities are planned in advance based on the number of registrants. Cancellations must be submitted via email to gshaulis@pima.edu. Cancellations received 15 days before an event will be eligible to receive a refund, minus a 25% processing fee.

Substituting Registration/Transfer Policy

Registrants unable to attend, and that did not cancel in a timely manner, may substitute another employee from their institution. We would ask that you notify WASEA with that information as soon as it becomes available.

If a WASEA member transfers his or her registration to a nonmember, the nonmember must pay the difference between the WASEA and nonmember price at the time of transfer.

No Show/No Action

If you have registered for an event, but do not attend and have not taken one of the actions described above, your payment for the event will still be due. The Western Association of Student Employment Administrators (WASEA) is still responsible for the fees occurred with your registration and as a non-profit organization, we must pass these fees on. To avoid this, please be sure to take an appropriate action as described in this policy.

Walk-ins/Waitlisted Paying at the Door

There will be a \$5 service charge added to the regular event fee for all individuals not pre-registered and paid in advance, including those on the wait-list. Wait-list registrations will be taken in the order of received. Walk-ins to an event and wait-listed individuals will be asked to confirm with the WASEA event Coordinator to evaluate whether there is enough room and food for attendees to be added.

Program Cancellation Policy

At times, we must change a location, a date or postpone training. We endeavor to give registrants as much advance notice as possible if a change is necessary. If you are unable to attend the training at the revised location or date, we will credit 100% of any prepaid tuition fees paid against a future training or, if requested, refund those fees. However, WASEA is not liable for any other costs incurred including (for example) travel charges or any consequential damages.

WASEA may cancel events due to low registration or due to unforeseen weather conditions up to 5 days prior to the start date. Should your training event be cancelled by WASEA, you will be offered a future event or a full refund.

Any refund with respect to cancellation of program where an alternative option cannot be provided by WASEA, will be processed within 30 days from date of request.