

The logo for the Australian College of Perianaesthesia Nurses (ACPN) features the letters 'acpn' in a bold, lowercase, sans-serif font. The letter 'p' is stylized with a circular element that overlaps the 'n'.

AUSTRALIAN
COLLEGE OF
PERIANAESTHESIA
NURSES

Course cancellation & non-attendance policy

ACPAN Course Cancellation/ Non-Attendance Policy

CANCELLATION

Cancellation may be made at any time *four weeks prior to the event*. A \$50 + GST administration fee will be payable. The course participant may request to transfer to another ACPAN course (if available) at no fee. ACPAN must be notified in writing of cancellation/request for transfer.

Cancellation made *less than four weeks prior to the event* will receive a refund less \$100 + GST. The course participant may request to transfer to another ACPAN course (if available) for a fee of \$75+ GST. ACPAN must be notified in writing of cancellation/request for transfer.

All requests for transfer to another ACPAN course must be made in writing at the time of cancellation to membership@acpan.edu.au.

Non-attendance to ACPAN courses - all fees will be forfeited.

PARTICIPANT SUBSTITUTION

Participant substitution may be made, subject to the conditions below, prior to the event by notifying the ACPAN in writing.

For a registrant to **substitute another ACPAN member** in their place: ACPAN must be notified of this change in writing one week prior to the event. No refunds will be made by ACPAN. All monetary negotiations will be between the person initially registered to attend and their identified member substitute.

For a registrant to **substitute a Non ACPAN Member** in their place: ACPAN must be notified of the substitution a minimum of two (2) weeks prior to the event. Any difference in fee rates must be paid by the Non-member two weeks prior to the event. In situations where the attendee is a Member and has registered and paid the member rate, and the Non Member has agreed to take their place, ACPAN must receive the gap payment from the Non Member 2 weeks prior to the event. ACPAN will not refund the member.

All monetary negotiations will be between the person initially registered to attend and their identified non-member substitute.

IN SUMMARY:

Where the registrant proposes a substitute attendee, the registrant unable to attend the event must contact the ACPAN in writing to discuss the replacement and provide the substitute persons contact details.

No refunds will be made to the original registrant by ACPAN.

When a Non Member replaces a Member, then the Non Member must agree to pay the gap in applicable fees a minimum of two weeks prior to the event.

All monetary negotiations will be between the person cancelling attendance and their approved substitute.