

Department of Communication Sciences and Disorders Continuing Education Program

UH COMD Refund and Cancellation Policy*

We are committed to providing a clear and fair refund policy for all conference registrants. This policy outlines the conditions and procedures for requesting a refund.

UH Cancellation of Event: In the unfortunate circumstance where the event must be cancelled, all registrants will receive a full and complete refund of conference fees. There will be no refund for associated expenses, such as transportation or lodging.

If the event is rescheduled rather than cancelled, registrants will be offered the opportunity to attend the event at the new date or request a refund. Refunds will be issued using the original payment method.

In the event that a registrant is no longer able to attend and event, they may request a refund as described below:

1. Full Refund: A full refund will be issued for cancellations made at least 30 days prior to the start of the conference.
2. Partial Refund: Cancellations made between 29 to 14 days prior to the conference will receive a 50% refund.
3. No Refund: No refunds will be issued for cancellations made less than 14 days before the conference. Exceptions to the above conditions may be considered on a case-by-case basis for emergencies or other extenuating circumstances. Documentation may be required.

How to Request a Refund

1. Request Submission: All refund requests must be submitted in writing via email to the conference registration team at caschaff@central.uh.edu

1. Information Required: Full name and contact information of the registrant and reason for cancellation
2. Processing Time: Refunds will be processed within 30 business days of receiving the request.
3. Refunds will be issued using the original payment method.
4. Contact Information For any questions or concerns regarding this refund policy or to request a refund, please contact: caschaff@central.uh.edu

*Cooperative Partners must have their own cancellation policy in place prior to submitting for ASHA CEU approval. It is the Cooperative partner's responsibility to manage course cancellations based on their own individualized cancellation policy.