

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

## **MARAC Workshops Cancellation/Refund Policies**

### **Cancellation**

MARAC Workshops are subject to cancellation 14 days prior to the scheduled date if the minimum enrollment is not reached. Registrants will be notified immediately after the 14-day deadline in the event of cancellation. Registrants will receive a full refund or an opportunity to apply their registration to another workshop.

### **Refund**

Workshops cancelled by MARAC will result in full refunds. If a registrant must cancel their registration the following conditions apply:

1. Registrants who cancel registration will receive a full refund minus a \$5 administrative fee.
2. Registrants who have not cancelled prior to the start of the workshop (no call, no show) will not receive a refund. In cases of emergency, including family emergencies, illness, or weather, registrants should notify either the Education Committee Chair or the MARAC Administrator to be eligible for a partial refund. Any refund will be processed at the discretion of the Education Committee Chair.
3. Registrants may transfer the registration fee to another Workshop (if space is available) with required approval of the Education Committee Chair and MARAC Administrator.