



Policy Insights Refund Policy

In the event that you are unable to attend Policy Insights, we encourage you to consider transferring your registration to a colleague or an attendee from an organization who otherwise may not be able to attend.

You may **transfer your registration** to a different attendee up until **April 16 at 9 am** for no additional charge.

- Please email jselby@calbudgetcenter.org with the name of the registered attendee who is no longer able to attend Policy Insights with the name, title, organization, and email of the replacement attendee.
- Please note that it may take up to 24 hours to process transfers.

If you need to cancel your in-person registration prior to March 16, 2024, at 11:59 pm, your registration will be refunded except for the registration and processing fees.

Follow these steps to cancel your registration:

- Please email jselby@calbudgetcenter.org with the name and email of the registered attendee who is canceling their registration before **March 16, 2024, at 11:59 pm**.
- You will be refunded the the cost of registration **less processing and registration fees**.
- If you paid via EventBrite, it will take approximately 4 to 6 business days for the credit to post to your account.
- If you paid by check, it may take up to 2 weeks before you receive the refund.

Refund Policy after effective March 17, 2024

Beginning April 17, 2024, there will be no refunds for registration given unless you are ill.

In the event you are ill and unable to attend Policy Insights 2024, you may:

A. Transfer your registration to another attendee by following this step:

- Please email jselby@calbudgetcenter.org with the name of the registered attendee who is ill with the name, title, organization, and email of the replacement attendee.

B. Receive a partial refund:

- Notify jselby@calbudgetcenter.org with the name of the registered attendee who is unable to attend due to illness.
- You will receive a refund of 50% the cost of your ticket less processing and registration fees.
- **There will be a 24 to 48-hour delay in changing your registration. We will make every effort to transfer your registration as quickly as possible.**
- If you paid via PayPal, it will take approximately 4 to 6 business days for the credit to post.
- If you paid by check, it may take up to 2 weeks before you receive the partial refund.