



## Policy Insights 2025 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 until **April 10 at 8:30 a.m.** for no additional charge.

- Email [jselby@calbudgetcenter.org](mailto: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 the transfer occurs after 9 a.m. on April 9, instruct the replacement attendee to go to the registration desk when they arrive at Policy Insights, and we will transfer the registration.

**If you need to cancel your in-person registration prior to March 9, 2025, at 11:59 p.m., your registration will be refunded except for the registration and processing fees.**

Follow these steps to cancel your registration:

- Email [jselby@calbudgetcenter.org](mailto:jselby@calbudgetcenter.org) with the name and email of the registered attendee who is canceling their registration before **March 9, 2025, at 11:59 p.m.**
- 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 10, 2025

**Beginning April 10, 2025, there will be no refunds for registration given unless you are ill.**

In the event you are ill and unable to attend Policy Insights 2025, you may:

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

- Email [jsselby@calbudgetcenter.org](mailto:jsselby@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 [jsselby@calbudgetcenter.org](mailto:jsselby@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.