



IASB Event Cancellation and Refund Policy

The Iowa Association of School Boards (IASB) reserves the right to revise and amend this policy as necessary with consideration for board member safety, accessibility, and registration protocols.

Event Cancellation

Cancellation notices received more than 10 days prior to an event may qualify to receive a full refund of the registration fee. Full refunds may be considered for the following reasons:

- Death/funeral in the registrant's family or school.
- Medical emergency resulting in surgery or hospitalization of an immediate family member.
- Vehicle accident which impacted the ability to travel to the event.
- School emergency resulting in the call for a special school board meeting.

Late Cancellation

Cancellation notices received less than 10 days prior to the event may qualify to receive a reduced refund of the registration fee. Partial refunds may be considered for the following reasons:

- Inclement weather conditions preventing attendance at the event*.
- District student activities (such as state-wide tournaments) where the conflict was unknown at the time of registration.

No Show/No Cancellation

Registered attendees are expected to notify IASB staff should a cancellation become necessary. If a cancellation notice has not been received within 2 days prior to the event, the registrant is considered a "No Show" or "No Cancellation" participant and will be charged the full registration fee.

**Subject to the discretion of IASB staff.*

Event-Specific Considerations

One-Day Conferences: Cancellations received between 2–10 days prior to the event will be charged 50% of the registration fee.

Two-Day ISFLC Conferences: Cancellations received 2–10 days prior to the event will be charged \$115.

Convention: Cancellations received at least two days prior to the event will not be charged a cancellation fee.