

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: G-4 Page: 1 of 1 Effective Date: 02/85 Revision Date: 01/90, 1/96, 10/97, Review Date: 10/10 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 5/15
Subject: SGNA Program Cancellation	
Review Responsibility: Program Committee	

Policy Statement:

SGNA will endeavor to avoid cancellation of an educational program whenever possible, but any program is subject to cancellation.

Focus:

Primary: Program Committee, SGNA Headquarters
Secondary: SGNA Members

Purpose:

To define guidelines to be followed to obtain approval for and implement cancellation of an education course.

Procedure:

1. Each program will have a budget that reflects the number of paid registrations needed to meet expenses of the course.
 - 1.1 A course may be canceled if registration is not sufficient to meet expenses of the course.
2. The recommendation to cancel a course may come from the Program Committee, SGNA Headquarters or the Executive Committee.
3. Cancellation of a course requires the approval of the Program Committee Chair and SGNA Headquarters and a vote of the Executive Committee.
4. The decision to cancel a course should be made at least thirty days prior to the course date.
5. Hotel arrangements will be canceled by SGNA Headquarters as soon as possible to minimize penalties.
6. SGNA Headquarters will contact each registrant by e-mail, phone or letter using the information given on the registration form.
 - 6.1 Refunds will be determined by a vote of the Board of Directors.