



# WISCONSIN ARBORIST ASSOCIATION INC.

## Payment & Return Policy

Adopted 6-10-14

### Payment Policy

Cash, Personal Check, and all major Credit/Debit Cards are all acceptable methods of payment. Our Terms are payment in full at the time of registration or purchase. All goods remain the property of the Wisconsin Arborist Association until paid for in full.

Returned checks will incur a \$25 charge to cover banking fees and administrative costs. In an instance of a second returned check, we reserve the right to terminate the arrangement and, if agreed to, we shall insist on future cash transactions only. Consequently, all bookings and/or transactions and agreements entered into will cease with immediate effect until such time as any and all outstanding monies are recovered in full.

### Return Policy

There will be no refunds for cancellations made within 14 days of the event, although substitutions may be permitted. Refunds will only be considered in emergency situations at the Wisconsin Arborist Association's discretion. Refunds will not be provided for registrants who do not attend the conference.

Notice of cancellation and/or substitutions must be made via email to [admin@waa-isa.org](mailto:admin@waa-isa.org) or by calling Tina Johnson at 262-899-0060. A cancellation acknowledgement will be sent within 3 working days and fees refunded within 10 working days, subject to this Return Policy. Refunds will be made via check only. We do not issue refunds once the event has occurred.

Note that circumstances beyond the control of the conference organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. Therefore, the Wisconsin Arborist Association reserves the right to alter or modify the advertised speakers and/or topics if necessary.