

# STATE LEADERSHIP CONFERENCE

## Registration and Lodging Refund Policy

State Leadership Conference registration/lodging refunds are made under the following conditions:

1. All refund requests must be made in writing using the online form posted on the PA FBLA web site.
2. Full registration refunds will be given if submitted prior to the registration payment deadline, which is **January 20, 2019, no later than 11:59 pm.**
3. Full lodging refunds will be given if submitted prior to the lodging payment deadline, which is **January 31, 2019, no later than 11:59 pm.**
4. A 50 percent refund will be given if postmarked up to 15 days prior to the opening of the State Leadership Conference. Therefore, the final submission date for a 50 percent State Leadership Conference registration/lodging refund is **March 26, 2019, no later than 11:59 pm.**
5. No refunds will be given for requests submitted online **March 27, 2019, or later.**
6. **No refunds** will be given for cancellations made while checking in to the hotel on April 6, 7 (if applicable), or April 8 or April 9.
7. The link to the online refund form is published on the main page of the PA FBLA website: <https://pafbla.wufoo.com/forms/x1ez3taw1yx0s71/>
8. Refunds will not be issued until after the close of the State Leadership Conference once all chapter accounts are reviewed, balanced, and settled. Refunds will be issued on or about May 15, 2019.