

Cancellation/Refund Policy

Unless specifically stated on registration materials, refund requests received prior to 10 days before the start of event will be subject to a 20% fee. No refunds will be issued for refund requests received ten days or less before the start of the event. All requests for cancellation must be in writing to PSCA Executive Director Judith Bookhamer at psca50@comcast.net or by US Mail to Pennsylvania School Counselors Association, c/o Judith Bookhamer, 2506 McCarrell Street, McKeesport, PA 15132 (postmark date applies.) Registrants who cancel will not receive seminar materials.

Refunds will be issued by check following the conclusion of the event. Please allow at least two weeks for processing.

Event Cancellation by Sponsor

- The Pennsylvania School Counselors Association reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.
- If The Pennsylvania School Counselors Association cancels an event, registrants will be offered a full refund.
- Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

These policies apply to all Pennsylvania School Counselors Association Events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.

*Adopted by the Pennsylvania School Counselors Association Governing Board
March 3, 2016*