



scanpo SC ASSOCIATION OF
NONPROFIT ORGANIZATIONS

To serve, support and strengthen nonprofit organizations for a better South Carolina.

Refund Policy

Adopted By Board July 24, 2012

POLICY STATEMENT

SCANPO generates the majority of its revenues from membership dues, registration for the annual summit and training sessions and fees for other goods and services. The ability for SCANPO to deliver programs and services to its members and to the constituents it serves, depends on collecting these fees. To ensure the financial sustainability of SCANPO, refunds, as a matter of course, are not offered.

PROCEDURES AND GUIDELINES

Membership dues rates are established annually by the Board as either a new or renewing member and are payable in full. **Payments made for membership dues are not refundable.**

Annual Summit dates and registration fees are established each year well in advance of the summit. Requests for refunds must be made in writing via e-mail, fax or US mail.

- Requests for refunds must be received at least 30 days prior to the conference. A \$25 fee will be incurred.
- There will be no refunds for cancellation after 30 days or for “No Shows”.
- Substitutions may be made by submitting documentation giving the name of the person and the reason for the substitution.
- A \$25 administration fee will be incurred for substitutions and is payable on or before the day of the conference.

SCANPO Training Sessions require advance registration. Fees are included in the announcement. Fees are paid in advance of each training session for each individual participant. Refunds are not offered. In the event SCANPO cancels a training session, full refunds will be issued to every organization for the number of people registered.

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