

KCM Conference Cancellation Policy

KCM annual conference registrations are non-refundable after a specified cancellation date. The cancellation date for a specific conference can be found on the registration webpage. It is also in the confirmation email received upon registration.

If you have registered for the annual conference, but find that you are no longer able to attend, you will need to contact KCM in writing at kcm@nku.edu immediately.

If your request is received in writing **before the cancellation date**, your registration will be voided and your payment, if received, will be refunded.

If your request is received in writing **after the cancellation date**, the following two options will be available:

- If there is a wait list for the conference and we are able to find a participant to take your place from that list, we will substitute that person, void your registration, and provide a refund of your payment if paid.
- If there is no wait list for the event, you will be responsible for finding a substitute to take your place. You must provide the substitute's name and contact information to the KCM in writing so we can transfer your registration to the substitute. *If a substitute cannot be found, you will still be required to pay the full registration fee.*

We recognize that extreme extenuating circumstances arise at times that result in you being unable to attend a conference for which you are registered. If you feel that your situation qualifies as an extreme extenuating circumstance, you may petition for a refund. Your request must be in writing and signed by your school principal, and then forwarded to kcm@nku.edu. This process does not guarantee a refund, but your situation will be reviewed and a determination made on an individual basis.

We appreciate your cooperation, and please do not hesitate to contact KCM if you have any questions. Thank you.