

**Maryland FBLA-PBL
Refund/Cancellation Policy
2016 State Leadership Conference**

Our refund policy for cancellations allows for cancellations and/or refunds for registration fees already paid through when the registration system closes, which for the 2016 State Leadership Conference is 5 p.m. on March 16, 2016. After that time, all arrangements for conference facilities, meeting room rentals, gifts for attendees and advisers, general session productions, keynote speakers, workshop presenters, and other expenses have been made, based on the number of registrations received. We still have to pay for them if you cancel. Your commitment to attend determines our commitment to the hotel and other vendors.

Changes (cancellations, substitutions, and/or additions) to your registration are permitted through 5 p.m. on March 16, 2016. Your chapter is financially responsible for all students you have registered in the system by 5 p.m. on March 16, 2016 regardless of whether they attend the conference or not. Cancellations, substitutions, and/or additions can be made by the advisor by modifying their registration through the use of our online registration system at <http://nextgen.pixelpointllc.com/>.

After 5 p.m. on March 16, 2016, the only changes permitted are name changes/substitutions (no cancellations or additions). There is a \$20 fee per change/substitution. No refunds or billing adjustments for cancellations will be granted after 5 p.m. on March 16, 2016. Name changes/substitutions are permitted through 5 p.m. on March 18, 2016 and can be handled by e-mailing regsvr@mdfbla.org with a carbon copy to djones@mdfbla.org.