



**National Association of
Professional Band Instrument
Repair Technicians, Inc. NAPBIRT**

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NAPBIRT CLINIC CANCELLATION POLICY

Updated: June 12, 2012

- All **Regional Clinic cancellations** must be in writing or email and received at the NAPBIRT Office by 12:00 pm (Central Time) a minimum of seven (7) days prior to the clinic and are subject to a \$20.00 cancellation fee.
- **NAPBIRT University cancellations** must be made in writing or email and received at the NAPBIRT Office by 12:00 pm (Central Time) a minimum of sixty (60) days prior to the first day of the course and are subject to a \$150.00 cancellation fee. *If the course is sold out and no replacement participant can be found, no refund will be available.*
- This cancellation covers all functions and events scheduled in the clinic/course. All optional events and hotel accommodations placed directly by the participant must be cancelled by the participant. Weather related cancellations are only permitted if the function has been cancelled. We will make every effort to contact you at the telephone number listed on your registration form.
- **Emergency Telephone:** In the event of a natural disaster or inclement weather it may be impossible to reach each participant by telephone at the last minute. It will be the responsibility of each participant to telephone the NAPBIRT Office at: **309.452.4257** to hear any last minute updates, cancellation information or other pre-recorded information.
- **Please Take Note:** Smoking is not permitted at any NAPBIRT function and may be governed by local laws as well. Audio taping and still cameras are permitted at the clinics/courses with the approval of individual clinicians and/or host. **NO VIDEO TAPING IS ALLOWED WITHOUT THE ADVANCE WRITTEN PERMISSION FROM NAPBIRT.** Cell phones, pagers and other electronic devices must be turned off or set to silent during all sessions.