

# PARTICIPANT INFORMATION

## Participant Responsibilities

- Workshop choices are on a first-come, first-served basis, and are honored when full payment is received and processed.
- Participants receive a confirmation e-mail with course schedule once payment is made in full.
- Certificates of Attendance with documented contact hours are awarded upon successful completion of selected courses and can be used for C.E.U. verification and credits. These will be e-mailed to each Participant by December 1, 2023.
- Participants are required to sign a Release of Liability upon arrival and registration at STAAR.
- Workshops are cancelled if less than 10 participants enroll by August 31, 2023.
- Dates, locations, instructors and/or costs are subject to change.
- Requests for refunds must be submitted via the CANCELLATION POLICY AND REFUND REQUEST FORM (available at: [staarconference.com/cancellation](http://staarconference.com/cancellation)).
- STAAR refunds are not issued for late arrivals or absenteeism and are non-transferable.

## Cancellation Policy and Refund Request

To request a refund, the Cancellation Form (available at: [staarconference.com/cancellation](http://staarconference.com/cancellation)) must be completed and postmarked by August 15, 2023. Refunds issued as below excluding \$50 processing fee. Cancellation refund is issued as follows:

- 1) Prior to June 1, 2023 (75% refund).
- 2) From June 1, 2023 to July 11, 2023 (50% refund).
- 3) From July 12, 2023 to August 15, 2023 (25% refund).
- 4) No refunds will be issued after August 15, 2023. Please be sure to carefully check your schedule.

**I have read, understood, and agree to the Participant Responsibilities above.**