

HRPA Conferences: Cancellation, Refund, and Transfer Policy

All cancellation requests or inquiries must be emailed to events@hrpa.ca.

Refunds for Event registrations are not available except as specifically set out below (even if you fail to attend the Event).

Refund Schedule

Cutoff Date: 7 calendar days before the Event date.

Cancellation Request Date	Online Participant Refund	In-Person Participant Refund
14 calendar days or more before the start date	100% refund	100% refund
7 – 13 calendar days before the start date	100% refund, less \$50 admin fee.	100% refund, less \$50 admin fee.
Less than 7 calendar days before the start date	No refund. Participant will maintain access to on-demand recordings.	No refund. Participant will maintain access to on-demand recordings, if applicable.

Online Attendance

If you are unable to attend online, we suggest maintaining your online registration to still gain access to the post-Event recordings and CPD hours.

Alternatively, you can substitute a different attendee at no additional charge. Once the HRP has registered such other attendee, no further substitutions are permitted, and if such substitute attendee does not attend, no refund will be available.

If the Event is both online and in person, you may request a change from online attendance to in-person attendance a maximum of one time after registration, but only if the request is made at least 14 calendar days prior to the Event. The HRP will accept your request if there is in-person availability and upon payment by you of any difference in cost.

In-Person Attendance

If you are unable to attend in person and the Event has an online option, we suggest transferring to online registration to still gain access to the post-Event recordings and CPD hours.

Alternatively, you can substitute a different attendee at no additional charge. Once the HRP has registered such other attendee, no further substitutions are permitted, and if such substitute attendee does not attend, no refund will be available.