

Cancellation, Refund & Transfer Policy



This policy applies to all HRPA learning events, virtual or in-person, unless otherwise communicated.

All cancellation requests must be received in writing to professionaldevelopment@hrpa.ca.

In the case of a cancellation request, you also forfeit your access to the recording of the program (if available).

Refund Schedule: Cutoff date is 7 days before the start date

Cancellation Request	Refund
14 days or more before start date	100%
7-13 days before start date	100% less \$50 admin fee
Less than 7 days before start date	No refund

Transfer to another program offering is allowed only once and only if it is 14 working days before the live event after which time the registration fee will be forfeited.

A substitute attendee can be sent at no charge. Should your alternate cancel at any time, the registration fee will be forfeited.

Registrants who fail to attend on the day of the event are liable for the entire registration fee.

HRPA reserves the right to change/modify or cancel any event.

HRPA's liability is limited to the paid registration fee and will not be liable for incidental costs.