



Washington Association for Food Protection Policy

PAYMENT, CANCELLATION, AND REFUND POLICY	APPROVAL WAFFP Executive Board	DATE ISSUED (YYYY-MM-DD) 2023-07-11	
		SUPERSEDES NEW	
AUTHORIZED FOR USE AT/BY WASHINGTON ASSOCIATION FOR FOOD PROTECTION	DOCUMENT NO. WAFFP.002	PAGE 1	OF 1

I. PURPOSE

Policy for payments made to WAFFP as well as cancellation and refunds for registration.

II. BACKGROUND AND REQUIREMENTS (OR EXPLANATION)

Payment Policy:

- A. Payment for conference and golf registration fees are due at time of registration.
- B. Payment can be made by cash, check, or credit card.
- C. Each check that is returned due to insufficient funds will accrue a \$35 fee.
- D. For walk up registration on the day of the conference, registration fees must be paid by cash or with credit card prior to entry.
- E. Credit card processing fees are the responsibility of the payer and must be paid at time of payment.

Cancellation & Refund Policy:

- A. All cancellation requests must be submitted in writing to wafodprotection@gmail.com.
- B. The Washington Association for Food Protection will refund 100% of the cost of registration, less \$50 administration fee and any applicable bank and/or credit card processing fees, for cancellations requested by early bird registration deadline date.
- C. Registration cost will not be refunded for cancellations requested after early bird registration deadline date, or for those who registered and then did not attend the event.
- D. Registration may be transferred to a colleague prior to the start of the conference when submitted in writing to wafodprotection@gmail.com.
- E. Cancellation requests due to local, state, or national emergencies, or unforeseen family emergencies or illness, will be evaluated on a case-by-case basis by the WAFFP Executive Board.

CHANGE LOG:

DATE	SECTION	CHANGE	REASON	CHANGED BY
2023-07-11	ALL		New Policy	Diep Wisniewski