

Refund Policy & Additional Conference Info

- None of the seminar registration fees are refundable, but non-discounted registration fees are transferable to the following users group conference. If the registration fee increases, the difference would have to be paid. If a registration is cancelled, either in writing or verbally, A.V. Powell & Associates will either (1) allow another representative from the original registrant's community to attend or (2) apply the non-discounted registration fees as either full or partial payment to the following biennial conference fees. If the users group conference is cancelled by A.V. Powell & Associates within three weeks of the start date, full refunds of paid registration fees will be made.
- If cancellation is required due to health concerns, paid registration fees can be applied to the following users group conference or refunded to the registrant's organization.
- Complaints and grievances, in writing, should be addressed to AV Powell, Chair & CEO. They will be reviewed by the corporate officers of A.V. Powell & Associates LLC and resolved within 30 days following the close of the bi-annual conference.
- A.V. Powell & Associates will retain course and course participant records for no less than 5 years.
- At the conclusion of each conference, an independent actuary will review the course handouts and sign an affirmation that the course content is up-to-date and technically accurate. A.V. Powell & Associates LLC will keep this document on file with all other documents related to the conference.
- A Certificate of Completion indicating eligibility for 6.75 CPE credits in the field of Specialized Knowledge for the first day and/or 2.5 CPE credits in Specialized Knowledge for the second day will be sent to participants who have signed the Attendance Verification forms.
- A.V. Powell & Associates LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

The preceding policies have been established by A.V. Powell & Associates in accordance with The National Association of State Boards of Accountancy requirements for CPE sponsors.