

NORTHERN CROPS INSTITUTE'S

EVENT REFUND & CANCELLATION POLICY



The Northern Crops Institute (NCI) hopes everyone who registers for any event will be able to attend; however, NCI understands that extenuating circumstances do occur. The NCI Refund and Cancellation Policies are as follows:

EVENT REFUND AND CANCELLATION POLICY

- Event registration cancelled at least **10 days before the event start date** will receive a full refund for their event registration.
- Registrants that cancel anytime **9 days or less before** the event, **will not** receive a refund for their registration, but a credit of the full amount will be available for a future event up to one year from the original event starting date.

Registrant may also elect to give registration to a different individual that is interested in attending the event. Substitutions can be made **up to 3 days prior** to the start of the event; however, **both parties need to contact NCI to complete the registration transfer**. These adjustments can be made by emailing NCI at nci@ndsu.edu

If the Northern Crops Institute cancels an event at any time, due to internal or external factors, registrants will receive a full refund or a credit toward rescheduled event.

EXTENUATING CIRCUMSTANCES

The Northern Crops Institute is aware that there may be certain emergency situations that are out of the registrants control.

- If any circumstances occur more than 10 days before the conference, registrants will receive a full refund for their event registration.
- If any situations occur during the 9 days before the event, please contact the Northern Crops Institute. Based on the severity of the situation, a refund may be in order. Extenuating circumstances that warrant a refund include: **issues obtaining visa, international travel issues, highly infectious illness, accidents, serious family issues, natural disasters, or death.**

All refund or cancellation situations are subject to approval by NCI's program manager. Please contact the program staff associated with this event, if there are any questions.

By checking this box, you agreed to abide by the Northern Crops Institute's Event Refund and Cancellation Policy.

Please contact the Northern Crops Institute for any questions about the Northern Crops Institute's Event Refund and Cancellation Policy. To contact NCI please send an email to ndsu.nci@ndsu.edu.