

## NHTIAD REGISTRATION AND CANCELLATION POLICY

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All registrations and cancellations must be received in writing via mail, email or fax. If registration is not accompanied by payment, you or your agency, are still responsible for full payment and, in the event of non-attendance/NO SHOW (without proper cancellation as outlined below) will be sent an invoice, as materials and food have been purchased in reliance on your registration. No refunds will be issued.

You may cancel your registration up to seven days before the training by transferring your registration to another NHTIAD training of your choice within 12 months or by sending a substitute from your organization. No refunds will be issued. If you need to cancel less than seven days prior to the designated training, there will be no refund, however you may send a substitute in your place. When using US mail, the postmark will determine date of cancellation.

Apart from inclement weather or trainer illness, if NHTIAD must cancel a training, this determination will be made ten days prior to the date of the training, and you will have the option of a full refund or transferring your registration to another training. In the event of trainer illness or weather cancellation as determined by NHTIAD, NHTIAD will make every reasonable effort to reschedule the event in a timely fashion. You will have the option of attending on the new date, a full refund, or transferring your registration to another training.

To verify if an event is being cancelled due to weather conditions, call (603) 528-6800, after 6:30 a.m. the morning of the event. The answering machine will have any cancellation information, if needed. If you call, and there is no message referencing cancellation, then the training is proceeding as scheduled.

Send registration or cancellation information to:

**Mail:** Dianne Pepin  
c/o NHADACA  
25 Country Club Rd, # 604  
Gilford, NH 03249

**Email:** [nhtiad@myfairpoint.net](mailto:nhtiad@myfairpoint.net)  
[nhtiad@gmail.com](mailto:nhtiad@gmail.com)  
**Fax:** (603) 528-2105