



National Women's Martial Arts Federation

Policy on WMAC Cancellations

Revised November 27, 2011

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The Women's Martial Arts Conference (WMAC) is a key source of income for NWMAF and maintaining financial viability of the event is a high priority for the Board. Camp registrations incur expenses in the form of transaction fees, and financial liability due to contractual agreements that require submission of minimum number guarantees to the college up to two months in advance of the event. Refunds for cancellations must be carefully managed in order to avoid undue financial risk to NWMAF, while trying to be sensitive to members who find that they cannot attend camp due to problems beyond their control. The following options have been established to safeguard NWMAF financial interests while offering members relief when they need to cancel their registration:

Cancellation by June 1 If cancellation (for any reason) is made in writing by June 1, registration monies will be refunded, minus membership dues, donations, non-refundable deposits, and a \$50 cancellation fee.

Optional Camp Insurance Purchased at Time of Registration If the optional camp insurance is purchased there will be no cancellation fee for cancellations made before June 1. If the optional camp insurance is purchased, for cancellations made after June 1 due to documented death, disability, or illness, registration moneys will be refunded minus membership dues, donations, and non-refundable deposits. Written notification of cancellation must be made before the date of scheduled arrival and appropriate documentation provided before a refund will be given.

Transfer of Registration A registrant may transfer her registration to another woman or girl. The registrant is responsible for finding her own replacement, and she may sell her registration, but NWMAF will not be involved in those arrangements. There will be a \$100 fee to transfer a registration, payable to NWMAF at the time of transfer. Notification must be made to the registrar of intent to transfer, including names of both parties involved. Dues and donations cannot be transferred, and the new registrant must be a current member or pay the appropriate dues at time of transfer.