

## REUNION REFUND POLICY

### REUNION FEES AND EVENTS

No refund will be given for any reunion fee or event unless the member cancels the registration by faxing (916-966-8743), e-mailing (hq@vhpa.org), calling VHPA Headquarters (1-800-505-VHPA), or by US mail. Headquarters must receive notification by any of the above means no later than 12:00 noon Pacific time Friday June 20, 2008. After this date we have given firm commitments and guarantees to the hotel and others in your name that generate non-refundable expenses to our Association. **Donations, T-shirt orders and Reunion events identified as "Non Refundable Events" are not refundable. No events have been identified as non-refundable for the 2008 Reunion, until the final cutoff date for processing all refunds at noon Pacific Time on Friday, June 20, 2008.**

There will be a \$10 cancellation fee charged for each refund request, regardless of the number of items (dinners, golf tournament, registration fee, etc.) included in the request. **T-shirts ordered and not picked up will be mailed and shipping charges deducted from the refund.** Each refund request received prior to the above time and date will be assigned a refund request confirmation number on the day the request is received by VHPA Headquarters, and a credit will be issued to your credit card by the third week of July (two weeks after the end of the reunion). Members eligible for a refund that originally paid by check will be reimbursed by check, timed to arrive by the end of July (three weeks after the end of the reunion).

### HOST HOTEL ROOM CHARGES

Notice of hotel reservation cancellations must be made to the hotel reservation system by 6 PM Friday June 20, 2008. **Contact VHPA HQ at 1-800-505-VHPA for cancellation instructions.** Cancellations after this date will result in hotel charges to you equivalent to one night's room charge and applicable taxes per room. A deposit of one night's room charge and applicable taxes, per room, is required at the time of making the hotel reservation(s). Should you need to cancel your reservation, please ensure you get and keep a cancellation number for your records. If you do not go through VHPA HQ to cancel your hotel reservation(s), as a courtesy and to avoid any potential, non-reimbursed reunion fees (see above), please also let our Headquarters staff (1-800-505-VHPA) know that you have canceled. Please note that members who check out earlier than scheduled, without notifying the hotel at time of check in, will incur a \$50 administrative fee penalty plus one night's room charge and tax, per room, payable to the hotel. The hotel policy is that you may shorten the length of your stay by

requesting so at the time of check in without penalty, however early check out after that will result in being charged the penalty.

## **ADDENDUM TO THE REUNION REFUND POLICY**

### **REFUND GUARANTEE**

In accordance with the Reunion Refund Policy (see above), no refund will be given for any reunion fee or event for any reason whatsoever, unless the member cancels the registration so that VHPA Headquarters receives the cancellation notification no later than the published cancellation date, due to non-refundable expenses the VHPA will incur on the member's behalf thereafter. However, for an additional optional fee of 10% of the total ticketed events a member signs up for, a member may cancel after the published cancellation date and still receive a full refund of fees for those ticketed events provided he does not attend the reunion. This will give members opting to pay this additional amount the opportunity to make cancellations at a later time without forfeit, should that become necessary for any reason, including but not limited to involuntary medical, bereavement, job, or other reasons or obligations. To benefit from this option, however, the additional fee must be paid along with other registration fees at the time of initial registration. The option will not be available at any time thereafter. All refunds must be requested within thirty (30) days of the published cancellation date.

For those members interested in this registration option, please so indicate by adding 10% of your total fees for ticketed events that you are registering for and add that 10% to your total fees, and remit that grand total. For those registering on line, please check the box where indicated where the fees are totaled, and 10% will be automatically added to the amount due.