



NATIONAL COUNCIL OF
JUVENILE AND FAMILY COURT JUDGES

University of Nevada, Reno Affiliate Phone: (775) 507-4777
P.O. Box 8970 | Reno, NV 89507 Email: contactus@ncjfcj.org

NCJFCJ Conference Cancellation, Substitution, and Credit Policy

Individual Cancellations

Cancellation and refund requests must be made in writing and must be postmarked at least 30 days prior to the event. Requests will also be accepted via email or fax at least 30 days prior to the event. All cancellations will incur a \$100 administrative fee.

Please direct emailed requests to mbullock@ncjfcj.org and include "Conference Cancellation," in the subject line.

In the event of an emergency or extenuating circumstances, requests for an exception to the policy may be considered on a case-by-case basis by the NCJFCJ Officers.

Substitutions

If you are unable to attend the event, you may transfer your registration to another individual. Requests need to be made at least 15 days prior to the event. Please direct substitutions to mbullock@ncjfcj.org.

Credits

Credit may be issued in lieu of a refund if requested in writing at least 30 days prior to the event. Credits are good for one year and must be used at the corresponding event the following year.

Conference Cancellation

In the unlikely event that the Board of Directors determines that an event should be cancelled or postponed due to circumstances beyond the NCJFCJ's control, participants will be alerted immediately via email. Emails will be sent to the address on record.

Travel Reservations

It is the responsibility of the registered participants and faculty to cancel all travel reservations. NCJFCJ is not liable for costs associated with cancelled travel.