



Rotary District 5030 Conference Cancellation Policy

Refund Eligibility, Procedures, and Related Guidelines

Introduction

This policy outlines the terms and procedures for cancellation and refund requests related to the District Conference. It applies to all registered attendees and is intended to provide clear guidance regarding eligibility for refunds, timelines, non-refundable charges, and the process for compassionate consideration. The policy also clarifies procedures for hotel cancellations.

Refund Policy

All cancellation and refund requests must be submitted in writing to the District Conference Registrar. Refund eligibility is based on the date the cancellation request is received. Please note the following terms:

- Transaction fees are non-refundable.
- Refunds apply only to the base registration fee and exclude transaction fees.

Date Cancellation Request Received	Refund Percentage (of Base Registration Fee)
On or before December 31, 2025	Up to 90%
January 1, 2026 – January 31, 2026	75%
February 1, 2026 – February 10, 2026	50%
On or after February 11, 2026	No Refund

Compassionate Refunds

After February 10, 2026, refunds are generally not provided. However, a refund of up to 50% of the base registration fee may be granted for compassionate reasons. To qualify, the registrant must submit a written attestation and supporting documentation demonstrating one of the following:

- Death or hospitalization of the registrant or an immediate family member
- Extraordinary circumstances as defined below

Each request will be reviewed on a case-by-case basis. The decision of the District Conference Registrar is final.

Definition of Extraordinary Circumstances

Extraordinary circumstances are defined as unforeseen, unavoidable events that physically prevent the registrant from attending the conference. Examples include:

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- Natural disasters (e.g., earthquake, flood, severe storm)
- Legal subpoena requiring mandatory appearance during the conference
- Other significant emergencies beyond the registrant's control

Supporting documentation must be provided to confirm the nature and timing of the extraordinary circumstance.

Hotel Cancellation Fees

Hotel cancellation fees are governed by The Marcus Whitman Hotel's policies. Attendees are responsible for canceling their hotel reservations directly with the hotel. The District Conference does not manage or reimburse hotel-related charges.

Process for Submission

To request a cancellation, please fill out the form and attestation at <https://tinyurl.com/wwdccancel>. The form will also ask you to upload a copy of the registration receipt provided at time of registration.

Contact Information

For questions regarding this policy or to submit a cancellation or refund request, please contact:

- District Conference Registrar
- Email: conference@igniterotary2026.com
- Phone: (206) 913-9922