

Cancellation Policy

1. **Cancellations.** All cancellations and requests for a refund of attendee registration must be submitted in writing (email to arts-mcjl@monash.edu).

Cancellations received between 24 October and 30 October 2016 will receive a refund of their paid registration less a \$50.00 administration fee.

No refund will be issued for cancellations received between 31 October and the first day of the symposium.

No-Shows

Registered attendees who do not attend the NSJLE and have not cancelled will not be eligible for a refund.

2. **Transfer of Delegates.** A paying attendee may change or replace a registered delegate by submitting a request in writing. The request needs to state the name of the delegate being replaced and the name, address, phone number, and email of the new delegate. The request must be signed by both parties. (e-mail to arts-mcjl@monash.edu).