

## Conference and Symposium Cancellation and Refund Policy

Thank you so much for supporting Nuts and Bolts - Ready to Lead, Teach and Learn Symposiums, and Berckemeyer Consulting Group. Please note, we are a small business, and our refund and cancellation policies are a necessary result of being such. We are not affiliated with any large education corporations or associations.

- If a cancellation is requested 45 or more days prior to the event a full refund will be given. It may take up to 4 to 6 weeks to process the refund.

### **No refunds will be issued if:**

- A cancellation occurs fewer than 45 days prior to the event.  
(Please note: This is due to the already-incurred costs of running the event.)
- An attendee does not show up.
- The event is cancelled due to “Acts of God” including weather or facility issues.  
(In this instance, the registration fees may be applied to a future event minus a \$75 processing fee.)
- All requests should be sent to [info@nutsandboltssymposiums.com](mailto:info@nutsandboltssymposiums.com)

Again, thanks for your understanding and support.

Jack Berckemeyer  
Director of Nuts and Bolts Symposiums  
P.O. Box 6179  
Denver, CO 80206  
Phone- 628-333-LEAD (5323)