EMPLOYERS' COUNCIL
NEWFOUNDLAND & LABRADOR

Event Registration and Cancellation Policy

The Newfoundland and Labrador Employer's Council is grateful for the support from members and non-members on all events. By registering for an NLEC event you agree to adhere to the following guidelines for all event registrations and cancellations:

1. Member rate will be charged for any registrant employed by an NLEC member organization at the time of registration. All other registrants will be charge the non-member rate.

2. Student rates will apply to any student enrolled full time in an accredited secondary or post-secondary institution who is not currently employed full time in a professional capacity. Proof of enrollment and/or employment status may be required.

3. No refund will be given for cancellations received less than 10 business days prior to the event or conference. No Shows will be billed.

4. Any cancellation request made less than 10 business days prior to an event or conference may substitute the registrant for someone else from the same institution or organization.

5. Registrants who are unable to attend OH&S Training within 10 business days must substitute someone else from the same institution or organization or transfer to the next available OH&S Training session, within 30 days. Transfers must be made no later than two (2) business days prior to the event.

6. All cancellation, substitution or transfer requests less than 10 business days prior to the event or conference will be charged a non-refundable administrative fee as follows:
   - OH&S Training $25
   - Workshops and Breakfast Speaker Series $50
   - Conference $100

7. No shared registrations will be accepted for any event or conference.

8. All non-members of the NLEC must pay in full prior to any event or conference.

9. Cancellation requests can be made to Alison Milley, Administrative Assistant:
   - Phone – (709) 368-6532 x 221
   - Fax – (709) 368-6532
   - Email – amilley@nlec.nf.ca

NLEC looks forward to seeing you at our events. Should you have any questions or concerns regarding this policy please contact our office.