

## REGISTRATION POLICY

We are happy to answer your questions about an event and check availability, but we cannot confirm registrations without full payment of the registration fee.

Online registration for large events closes three (3) business days prior to the date of the event. This allows us to plan appropriately. If you are interested in registering for an event after the registration date has passed, please email [registration@nhnonprofits.org](mailto:registration@nhnonprofits.org).

### CONFIRMATION AND DIRECTIONS:

If you register and pay online, the email receipt that you receive from Stripe will serve as confirmation of your registration.

If you pay by check, you will receive an e-mail from the Center notifying you that you are registered after your registration form and payment have been received. If your registration is received after the maximum number of attendees have registered, you will be put on a waitlist and notified if a space becomes available.

Two to three business days prior to an in-person event, confirmation notices, including directions, will be emailed to registrants who have submitted a completed registration including payment.

One to two business days prior to a virtual event, the link to join the session will be emailed to registrants who have submitted a completed registration including payment.

If you do not receive a confirmation, please email [registration@nhnonprofits.org](mailto:registration@nhnonprofits.org).

### CANCELLATION BY NH CENTER FOR NONPROFITS

We reserve the right to cancel any event and to substitute event presenters. Should we cancel, registrants will be notified as soon as possible and will receive a full refund.

In-person events scheduled before noon will be cancelled if public schools in the event location are closed because of bad road conditions. If you plan to travel a distance to the program, please keep in mind that if schools are cancelled in your hometown, but not in the location of the event, we are unable to refund your registration fee.

All event cancellation announcements will be posted on the front page of the NH Center for Nonprofits website at [www.nhnonprofits.org](http://www.nhnonprofits.org).

### CANCELLATION BY REGISTRANT

Registrants are responsible for the full event fee unless otherwise specified. In order to receive a refund for Nonprofit Leader Roundtables, registrants must provide notice of cancellation at least ten (10) business days prior to the first monthly meeting of the group, unless otherwise noted. No partial refunds will be given for early withdrawal from the series. The Center may retain a \$10 handling charge for refunded registration fees. No refunds will be given for event fees under \$25. The Center requests cancellation notices in writing by e-mail to [registration@nhnonprofits.org](mailto:registration@nhnonprofits.org).

### ADDITIONAL ACCOMMODATIONS

If you require additional accommodations or support, please contact us at [registration@nhnonprofits.org](mailto:registration@nhnonprofits.org).