



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Policy

Policy Number: PD2.0

Policy Name: Professional Development Pricing, Cancellation and Refunds

Effective Date: June 13, 2025

Purpose

The purpose of this policy is to provide guidance on the pricing, cancellation and refund structure for APEGS-provided, fee-based professional development events. APEGS offers professional development opportunities for its members in a variety of forms, including conferences, workshops, webinars and enterprise information sessions.

Pricing Structure

While professional development events aim to be revenue-neutral, APEGS reserves the right to subsidize events to enhance accessibility for the members.

Cancellation Conditions

Written Notice: Cancellation requests must be submitted in writing (i.e. email) to APEGS.

No-show: Attendees who fail to attend the event without providing prior written notice to APEGS will forfeit their eligibility for a refund.

Force Majeure: In the event of unforeseen circumstances (e.g., natural disasters, pandemics), APEGS reserves the right to cancel or reschedule the event. Attendees will be offered a full refund or the option to transfer their registration to the rescheduled event.

Cancellation Timeline and Refunds:

Condition	Refund Type
Written notice received within 24 hours of registration	Full refund
Written notice received within 30 days from event	Full refund
Written notice received within 15-29 days from event	50% refund
Cancellations made within 14 days from event	No refund

Refunds: Refunds will be processed once eligibility is confirmed.

Extenuating Circumstances: If a member is unable to attend due to extenuating circumstances, refund requests may be evaluated at the Registrar's discretion.

Printed Date: June 13, 2025

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Review and Monitoring

The Director of Professional Standards, in consultation with the Professional Development Committee, will review this policy at a minimum of every five years and recommend any changes to Council.

Policy History

Council Motion: 25-053

Date of Motion: June 13, 2025

Reason for change: Update to align with the organization's revised pricing and event management strategies.

Council Motion: 22-053:B

Date of Motion: June 16, 2022

Reason for change: Additions to cover two situations: refunds for virtual events which are often low cost (under \$50), cancelling within 24 hours of registering.

Council Motion: 20-019:A

Date of Motion: February 7, 2020

Reason for change: Amended to include the text "per registrant" at the end of the sentence, "These cancellations will result in a full refund, less a \$50 administrative fee".

Council Motion: 19-058:A

Date of Motion: April 5, 2019

Reason for change: Original Policy.