



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Policy Number: PD2.0

Policy Name: PD Days Pricing and Cancellation

Effective Date: June 16, 2022

Policy: APEGS offers professional development opportunities for its members in a variety of forms, including:

- Professional Development Days (Spring and Fall);
- Annual Meeting Professional Development Day track sessions and key note plenary speakers; and
- Information sessions (e.g. ERC orientations, ARC orientations, Town Halls, etc.).

Information sessions that are provided to advise applicants and members about APEGS business are provided at no cost to the attendees.

Spring and Fall PD Days are priced to break even, based on the estimated total facility and facilitator costs of the sessions and the estimated number of attendees.

Cancellations are handled as follows:

- Cancellations received within 24 hours of registration will be given a full refund with no cancellation fee.
- Cancellations received greater than 5 business days before the event will result in a refund, less an administration fee being the lesser of \$50 or the registration fee plus tax.
- Special circumstances for cancellations that fall within the 5 business days of the event will be considered at the Registrar's discretion.

Rationale: To provide fair pricing for all members to participate in professional development opportunities offered by APEGS.

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.

