

Cancellation Policy for Volunteer Impact Leadership Training Series

MAVA's general policy is to expect Volunteer Impact Leadership Training Series participants to attend the series he or she registered for and not offer refunds. A number of arrangements have been made for your participation. We ask you to make every reasonable effort to honor your commitment to be at the trainings.

Cancellation of series' registration - To receive a refund for the series, notification of cancellation needs to be received at the MAVA Office (651-255-0469 or office@mavanetwork.org) **seven days prior** to the first session of the series and we will deduct a \$10 processing fee.

For weather related cancellations, view our weather cancellation policy at <http://www.mavanetwork.org/VRL.htm>

If you are unable to attend a module:

- If you notify the MAVA office **3-7 working days prior** to the beginning of the module
 - You may take the module at another series location, pending space availability for a \$15 charge per module
 - You can take the module as a scheduled web seminar for an additional \$20
- If you **do not notify the MAVA 3 working days prior** to the beginning of the module, there will be a \$30 charge to retake the module at another location to cover the cost of pre-ordered food, additional materials and resources.
- If you are **unable to attend your rescheduled date**, and still wish to make up the module(s) you have missed, you will need to re-enroll at the regular series rate associated with the location you wish to attend in.

The *Certificate in Leadership of Volunteers* will only be presented to participants who have attended all eight modules.