

ASHRM ACADEMY

April 1-4, 2019 ▪ Phoenix

ASHRM Academy Policies

Payment Information

Registrations will not be validated until your payment is received by ASHRM. If a payment by check is not received by the start of ASHRM Academy program, attendees will be required to provide payment by credit card in order to participate in the program.

Mail: Mail check payable to ASHRM:

**American Hospital Association
75 Remittance Drive, Suite 1885
Chicago, IL 60675-1885**

Pay Online: Visit ASHRM.org/academy to access the Attendee Service Center

Cancellation Policy

All cancellation and refund requests must be made in writing to ASHRM@aha.org. All refunds will be provided in the original form of payment after the ASHRM Academy concludes.

Registration fees, less a \$100 cancellation fee, are refundable if written notice is received by email prior to **March 15, 2019**, at 4 p.m. CT. Payment to join or renew ASHRM membership is nonrefundable and nontransferable.

Patient Safety Certificate Program Cancellation

Registration fees, less a \$100 cancellation fee, are refundable if written notice is received no later than **February 15, 2019** at 4 p.m. CT – this date is prior to the start of the self-study portion of the program. Payment to join or renew ASHRM membership is nonrefundable and nontransferable.

Substitutions

Registrants unable to attend may send an alternate. If the alternate is not a member of ASHRM and the original registrant is a member, the nonmember differential must be paid. The deadline for substitutions is **March 15, 2019**

Special Accommodations

If you require special accommodations, please contact ASHRM in advance at ASHRM@aha.org.

More Information

Phone: (312) 422-3980

Email: ASHRM@aha.org

Web: ASHRM.org/academy