

Federal Demonstration Partnership Policy on Registration Refunds due to Inclement Weather

The Federal Demonstration Partnership recognizes the impact severe or inclement weather may have on the ability of its members to participate in meetings and especially to travel. The organization understands that inclement weather can impede the ability of any member to attend FDP meetings, even after a registration fee has been made. The safety of our members is critical in any situation. The FDP consequently makes special provisions for instances in which members have registered for a meeting but are unable to attend because of weather considerations. Members who need to request a refund of the registration fees should be aware of the following conditions:

- Requests for refunds due to inclement weather may be made by email at fdp@nas.edu, but they must be received within five (5) days of the end of the meeting for which the member was registered.
- Members will need to provide evidence of the cause of the cancellation or delay. For example, a member might include a copy of a notice from the airline cancelling the flight, or a member might provide a screenshot of the university's website indicating the institution has closed due to inclement weather.
- The FDP will retain a \$50 administrative fee to cover the cost of managing expenses already obligated and the cost of making the refund.
- You also have a one-time option of transferring your registration fee to the next FDP meeting. If you do not attend the next meeting, your entire fee is forfeited.

The FDP Finance Committee will evaluate the impact of registration refunds on the budget and make a decision to approve or disapprove refunds for that meeting.

Please also see the current [Registration Policy](#) for non-inclement weather cancellations.

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