

<b>Policy Name</b>	<b>AFSA Membership and Event Cancellation Policy</b>		
<b>Policy Number</b>	<b>AFSA_POL_006</b>		
<b>Drafted by</b>	MUGABO C (Administrator) and OLCKERS A (President IE)		
<b>Purpose of this policy</b>	Outlines the process by which AFSA membership or events applied for must be cancelled		
<b>Who is bound by this policy</b>	All AFSA members, AFSA applicants, members of the public and other sectors who apply to AFSA for an event or service, including the executive of AFSA.		
<b>Revision Cycle</b>	Annually	<b>Next Review Date</b>	24 July 2025
<b>Approved by</b>	Approved by the Interim Executive of AFSA on 24 July 2024	<b>Effective Date</b>	25 July 2024

## Introduction

The African Forensic Sciences Academy (AFSA) recognises that unexpected situations can arise, necessitating the cancellation of membership or event registrations. This policy outlines the procedures and associated refunds for cancellations initiated by both AFSA and its members/registrants. All refunds mentioned in this policy are subject to the terms and conditions outlined in the AFSA Refund Policy (AFSA\_POL\_005) - please note Rules 1 and 2 in particular.

## Membership Cancellation

1. A member or applicant for membership has the right to cancel their AFSA membership/application at any point by following the processes outlined below:
  - a. Cancellation During Membership Term
    - i. If a member decides to cancel their membership after joining AFSA, they are eligible for a partial refund (see AFSA Refund Policy AFSA\_POL\_005).
  - b. Membership Application Turned Down
    - i. Should AFSA decline to accept a membership application, for whatever reason, the applicant will receive a full refund for the membership fee paid.
    - ii. If an application is turned down because the applicant does not fulfil the criteria for the category of membership they applied for, a refund of 75% will be given as the application had already been assessed.

## Event Cancellation

1. Cancellation by AFSA
  - a. In the unforeseen circumstance that AFSA needs to cancel an event, all registered participants will be notified promptly. All event fees paid will be refunded in full, subject to AFSA Refund Policy (AFSA\_POL\_005).
2. Cancellation by Participant/Applicant/Delegate

- a. If an applicant finds themselves unable to attend an event they registered for, they may cancel their registration by contacting the AFSA office at [events@AFSA.Africa](mailto:events@AFSA.Africa).
- b. The refund received will be subject to the AFSA Refund Policy (AFSA\_POL\_005).

### **Important Notes**

1. Please note that all refunds related to cancellations are dealt with according to the terms and conditions outlined in the AFSA Refund Policy (AFSA\_POL\_005).
2. This policy does not cover banking fees associated with payments made to AFSA. These fees are the responsibility of the sender.
3. Donations made to AFSA are considered final contributions and cannot be cancelled or refunded.

### **Contact AFSA**

Please direct enquiries regarding this cancellation policy or need to cancel your membership or event registration to [events@AFSA.Africa](mailto:events@AFSA.Africa) or [membership@AFSA.Africa](mailto:membership@AFSA.Africa) as applicable.

~~~ END OF POLICY ~~~