



Policy/Procedure

Policy # 24

Subject: Refund Policy
Effective Date: 03/2024
Reviewed by: Treasurer
Approved by: APIC MN Board of Directors
Revision Dates: 08/2025

POLICY

PURPOSE

To explain the terms and conditions for refunds of purchases made on the APIC MN website. By making a purchase on the APIC MN website, you agree to be bound by this policy.

PROCEDURE

1. Eligibility for Refunds:

Refunds may be provided for services purchased on the website up to one week before the event or on a case-by-case basis. The eligibility for a refund will be determined based on the specific terms and conditions associated with the service.

2. Refund Process:

If you believe you are eligible for a refund, please contact us at treasurer@apicmn.org with your purchase details and the reason for your refund request. We will review your request and respond to you within a reasonable timeframe.

3. Non-Refundable Items:

Certain items may not be eligible for a refund, including but not limited to:

- Digital products that have been downloaded or accessed
- Services that have been fully rendered

4. Refund Method:

Refunds, if approved, will be issued using the original payment method used for the purchase. When a credit card is used as an initial payment, the reimbursement will be minus a 3.5% transaction fee. We are not responsible for any fees or charges imposed by your payment provider in connection with the refund.

5. Changes to the Refund Policy:

We reserve the right to modify or update this Policy at any time without prior notice. The updated version of the Policy will be effective as of the date of posting on the APIC MN website. Your continued use of the APIC MN website after any such changes constitutes your acceptance of the updated policy.



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6. Contact Us:

- If you have any questions or concerns about this policy or our refund process, please contact us at treasurer@apicmn.org
- By making a purchase on the APIC MN website, you acknowledge that you have read, understood, and agree to this refund policy.