



Minnesota Housing Partnership HUD Training Cancellation Policy

IF YOU ARE UNABLE TO ATTEND:

If you register for a training session and later determine that you cannot attend, MHP must receive your cancellation at least 15 business days prior to the training start date. Cancellations can be made either via fax (651) 649-1725, e-mail to julie.nester@mhponline.org, or mailed to: Minnesota Housing Partnership, 2446 University Avenue West, Suite 140, Saint Paul, MN 55114-1740. No refunds will be given.

Substitutions are encouraged and accepted, at any time, provided it is with staff from the same organization, and with the written consent of the original registrant. Written cancellations and substitutions sent via fax or mailed must be on company or organization letterhead. **“No Show” registrants who do not cancel or provide a substitute will be wait-listed for future MHP training sessions and admitted only as space permits.** Exceptions to this policy will only be made for unanticipated and documented emergencies.

IF MHP MUST CANCEL A TRAINING SESSION:

MHP reserves the right to cancel a training session at any time, due to insufficient enrollment, inclement weather, or other events beyond our control. In the unlikely event a training session is cancelled MHP will notify registrants by e-mail 24 hours prior to the start of the session and will post the cancellation on our web site at www.mhponline.org

MHP will not be responsible to registrants for any cancellation costs incurred, including but not limited to travel and/or lodging expenses associated with attending an MHP training session. All fees paid to MHP will be fully refunded. **Your registration submission acknowledges these policies.**