



## Live Webinar Attendance Policy

Due to limited seating for our live webinars, USLCA asks that you check your schedule before registering for a live webinar.

**Cancellations:** If you would need to cancel your registration for a live webinar, please contact the USLCA office. There will be a cancellation fee of \$10 assessed if you cancel more than 24 hours in advance. Within 24 hours of the event, you will not receive a refund for your webinar.

**Purchase Transfer:** In the event that the live webinar you have registered for is being recorded and you cannot make the live session, you may transfer your payment up until 24 hours prior to the event for a \$5 transfer fee. Within 24 hours of the event you will not be able to transfer your registration and will need to repurchase the webinar if you wish to view the recording.

To alter your registration please contact the USLCA office by phone or email more than 24 hours prior to the event.