



AIA HONOLULU EVENT POLICIES

Updated June 3, 2011

Continuing Education: Base rate is \$10 per credit hour for AIA Honolulu members; \$20 for Non-members for all continuing education programs held at our office. Please check specific programs for pricing details.

Pre-payment Policy: Advanced payment is required for all events. Credit or debit card payment preferred. Checks must be mailed immediately to guarantee your spot. *Your registration may be cancelled if advanced payment is not received.*

Refund Policy: Full refunds for paid events will be granted up to and including 3 days prior to the event. If you call between 2-0 days, refunds are not available. You may invite someone in your place. Call our office to notify us of any substitutions at 808-628-7243.

No shows: No-shows on the day of the event are not refunded; substitute attendees are welcome for your pre-paid spot.

Questions: Contact AIA Honolulu office if you have any questions about our calendar of events. 808-628-7243.