

LEADERSHIP ACADEMY

acknowledgements and cancellation policies

- I acknowledge that airline tickets, once purchased, are nonrefundable and nontransferable. This means that the airline ticket cannot be used by anyone other than the individual named on the ticket. Any changes or cancellations must be communicated to the chapter President, Vice President Operations, and the Department of Education and Training at Kappa Headquarters (education@kappa.org) before July 15.
- I understand that my chapter will provide transportation (e.g., ride to the airport, parking costs, drive to the event site, coordination of carpooling, etc.). I must coordinate this with the chapter President and Vice President Operations by July 15.
- I acknowledge that I will miss classes on Friday and, depending on my departure time, possibly Thursday. I will work with my professor(s) to accommodate my absence.
- I acknowledge the following financial policies regarding Leadership Academy:
 - Leadership Academy registration closes July 7.
 - Registration fees are nonrefundable/nontransferable.
 - Participants may cancel **prior to July 15** with no penalties or fees.
 - For cancellation on or after **July 15**, the participant or event staff member will be responsible for repaying Kappa Kappa Gamma Fraternity for any nonrefundable event site costs (not to exceed \$400), the chapter participant fee of \$350 (collegiate participants only), and the cost of any travel paid by Kappa Kappa Gamma Fraternity. This includes flight costs, bus fares, and any change fees incurred.
 - Exceptions will be allowed for documented emergency or illness that prevents travel, such as COVID-19, or the death of an immediate family member.