



## COURT OF MASTER SOMMELIERS, AMERICAS Cancellation and Transfer Policy

<b>Cancellation Policy</b>	<p>Notification of cancellation must be emailed to <a href="mailto:kdomingos@mastersommeliers.org">kdomingos@mastersommeliers.org</a>, cc: <a href="mailto:kewis@mastersommeliers.org">kewis@mastersommeliers.org</a>. Candidates will receive a determination email from the CMS-A within 72 hours. CMS-A is not responsible for cancellations that were emailed but never received. If you do not receive your determination email, it is your responsibility to follow up.</p>	
	Cancellation Date	Refund Policy
	45+ days prior to start date	All minus \$50 processing fee
	31-44 days prior to start date	50% of the registration fee
	30 days or less prior to start date	No refund or transfer; If due to illness/medical reasons or death in the immediate family, a doctor's note will be required within 14 days after the start date for partial refund consideration.
<b>Transfer Policy</b>	<p>Candidates are allowed one transfer per registration under the following conditions:</p> <ul style="list-style-type: none"> <li>• Transfer request must be emailed to <a href="mailto:kdomingos@mastersommeliers.org">kdomingos@mastersommeliers.org</a> more than 30 days prior to start date.</li> <li>• The program that you transfer to must be: (1) of the same type, (2) take place in the same calendar year, (3) non-waitlisted, (4) posted on our schedule at <a href="http://www.mastersommeliers.org/courses/list">www.mastersommeliers.org/courses/list</a>. We cannot hold funds on the books for future programs that have not been confirmed/posted to our schedule.</li> <li>• Transfers made within 44-31 days prior to the start date will only be eligible for a 50% refund should you need to cancel the program that you transfer to as long as cancellation notification is received more than 30 days prior to start date.</li> </ul>	