A cancellation, transfer or substitution is effective on the date a Change in Status is received by NITA. Notice MUST be given by sending a Change in Status Form by email customerservice@nita.org. Changes will not be accepted over the phone. Change in Status Forms must be sent before the start of the program or they will not be accepted.

OPTIONS:

1. Substitute: Substitute another attorney from the same firm at no charge.

2. Transfer: Transfer your tuition to another NITA program within one calendar year. Transfers will not be honored if made after the start of the program. Transferring is a one-time only option. If you cannot attend the second program, you will be charged the cancellation fee based on date of cancellation.

3. Cancel: Cancel your registration from a NITA program.

FEES:

30 Calendar days or more before the program start date:
- Cancellation Fee: $0
- Transfer Fee: $0
- Substitution: $0

30-6 Calendar Days before the program begins:
- Cancellation Fee: 50% of tuition for In-Person Programs, 75% of tuition for Online Programs
- Transfer Fee: $250 for In-Person Programs, $375 for Online Programs
- Substitution: $0

5 Calendar Days or less before the start of the program:
- Cancellation Fee: 100% of tuition for both In-Person and Online Programs
- Transfer Fee: $500 for In-Person Programs, $750 for Online Programs
- Substitution: $0

After start of the program:
- Cancellation Fee: 100% of tuition fee for both In-Person and Online Programs
- Transfer Fee: not allowed
- Substitution: $0

Scholarship Recipients:
If you are a scholarship recipient you must notify the NITA Foundation in writing 30 days prior to the program start date if unable to attend. The $200 fee is non-refundable and if this fee has not been paid yet then you will be invoiced for the fee. Possible disqualification from future scholarship awards will be assessed for no shows, unless an unforeseeable emergency is documented. Please refer to Scholarship Cancellation Policy.

Emergencies:
If acts of God, government authorities, natural disasters or other emergencies beyond a participant’s reasonable control make it impossible for the participant to attend a program, the above fees may be waived. NITA will assess such situations on a case by case basis and documentation may be required in these circumstances.