



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



SkillsUSA NLSC COVID-19 Cancellation Refund Policy

Cancellations by a School or Individuals

The state director should make every effort to use the flexible substitution policy that allows an attendee who has canceled to be replaced by another attendee, either from the same school, a different registrant type or from a different school.

The SkillsUSA national headquarters staff will conduct a final audit the week after NLSC to check which drops were replaced with added attendees. The state association will receive a refund for those who cancelled due to COVID-19 and who were not substituted with additional attendees, if SkillsUSA was notified by June 20, 2023.

For any chapter that is no longer allowed to travel due to school/county or state travel restrictions related to COVID-19, SkillsUSA will accept the cancellation without a substitution/swap if cancelled by the state director by Tuesday, June 20, 2023, before 5 p.m.

To qualify for this cancellation, a supporting letter on school letterhead with the administrator's cellphone number must be provided at the time the drop is made, stating when the travel ban was implemented, how long the ban has been in place and signed by the principal or school superintendent. The ban must have been instituted after the close of NLSC registration on May 16, 2023. The SkillsUSA national headquarters staff will contact the school administrator directly to confirm the travel restriction and the timeline of implementation.

Individuals exposed to COVID-19 or Experiencing Signs of COVID-19

It is in everyone's best interest to ensure that anyone who feels unwell does not travel to NLSC. Individuals experiencing signs/symptoms of COVID-19 or who have been exposed to someone with COVID-19 or who have tested positive within six days of the start of conference on June 20, 2023, should not attend the conference. SkillsUSA will refund the state association if notified of the drop due to COVID-19 illness or exposure by Tuesday, June 20, 2023 before 5 p.m..

To qualify for this cancellation, supporting documentation must be provided at the time the drop is made including official COVID-19 test results along with a signed statement from a parent or guardian if the student is under the age of 18, along with a statement of confirmation from a medical professional.