

Last-Minute Withdrawals from Teams

- a. In the event a team chair must withdraw from a team:
 1. More than three weeks before a visit is scheduled to begin:
 - i. Another member of the team, if eligible, will be designated as the chair or an individual, eligible to chair, will be named as the new team chair.
 - ii. In the event another member of the team is designated as the chair, a new team member will be nominated to complete the team roster
 - iii. The program will be notified of the changes and given the opportunity to challenge the new team member, if the program has not already exhausted their challenges.
 2. Less than three weeks before a visit is scheduled to begin:
 - i. The program will be notified and given the following options:
 1. Postpone the visit to a later date during the regular visit season, but not later than April 20 for spring visits and November 15 for fall visits.
 2. Postpone the visit to the next visit window (spring visits may be postponed to the fall; fall visits may be postponed to the following spring). The effective date of a decision will be January 1 of the year in which the visit was originally scheduled to take place.
 3. Accept a replacement team member or team chair assigned as described above and waive the right to challenge the new team member or team chair.
 - ii. The program must communicate the choice to the NAAB in writing within 48 hours of being notified.
 - iii. The NAAB will be responsible for additional fees or fare changes required as the result of postponing the visit.
- b. In the event a team member must withdraw from a team:
 1. More than three weeks before a visit is scheduled to begin:
 - i. The NAAB will notify the program that a team member has had to withdraw and nominate a new team member
 - ii. The program will have 24 hours to approve or challenge the new team member.
 2. Less than three weeks before a visit is scheduled to begin:
 - i. The NAAB will notify the program that a team member has had to withdraw and the program may choose:
 - ii. To conduct the visit with a smaller team
 - iii. To accept without challenge a replacement team member
 3. The choice must be communicated to the NAAB in writing within 48 hours of being notified.
 4. In the event the team member is an AIAS representative, he/she will not be replaced and the visit will proceed with a smaller team.
- c. Under all circumstances the withdrawal and the resolution will be recorded for the record in the program's file for that visit.
- d. Any team member who withdraws and is not replaced, but has already booked air travel through the NAAB will be responsible for the expense of the ticket.