



# **Texas Jail Association**

## REGISTRATION AND REFUND POLICY

### **I. Purpose**

The purpose of this policy is to govern the acceptance and refund of fees collected relating to the attendance of conference and programs offered by the Texas Jail Association.

### **II. Effective Date:** August 26, 2012

### **III. Registration Fees for Conferences**

Registration fees will be set by the Board of Directors annually in advance of conferences based upon the projected expenses for instructors, classrooms, food and beverage, and other components.

### **IV. Registration**

#### **A. Early Registration**

Early registration for any conference or program can be completed any time at least 10 days prior to the start date of the program by completing the registration form and providing a check or purchase order for the program fee.

#### **B. Late Registration**

Late registration for any conference or program starts 10 days prior to the start of the program and continues through the first day. Late registration can be completed by submitting a registration form and a check or purchase order for the program fee plus 20% for special handling.

#### **C. Complimentary Registration**

1. The Texas Jail Association will waive the program fee for the Annual Training Conference and the Jail Management Issues Conference for all elected and appointed board members.
2. The Texas Jail Association will waive the program fee for the Annual Training Conference for all Past Presidents of the Association.

#### **D. Spouse Registration**

This fee is payable on-site for spouses / significant others related to an appropriately registered conference participant. This fee is assessed for the cost of breaks, banquets, entertainment, and other activities.

#### **E. Exhibit Hall Pass Registration**

This fee allows a non-member to enter the exhibit hall for the day on which it was issued

## **V. Refunds**

- A. A full refund of fees paid will be authorized when a written request for refund of conference or program fees is submitted at least 10 days prior to the scheduled start of the program.
- B. A refund of 70% of the fees paid will be authorized when a written request for refund of conference or program fees is submitted less than 10 days prior to the scheduled start of the program.
- C. No refund will be given for participants that do not attend the program and no advance notice of cancellation is received.
- D. Substitutions may be made prior to the first day of the program for persons that are unable to attend. Advance notice is requested.
- E. The Executive Director may make exceptions to the refund policy in the event of an emergency that prevents the participant from attending as scheduled.