

NCCPA Payment and Registration Policies

Payment

Acceptable Methods of Payment - Payment can be made by personal or institutional check or money order, payable to *NCCPA*. Purchase orders cannot be accepted as payment. NCCPA reserves the right to charge a service fee of \$25 for all returned checks.

Registration Policies

Rates for Registration and Membership

- All individuals attending conferences, workshops sponsored by NCCPA or membership to NCCPA, including all program presenters, board members, and committee members must register for at the advertised rates. Pre-conference and conference rates may differ or be additional. Early Bird registration may be different than other registration. Full and complete payment must be received prior to participation.
- In order to qualify for member rates, your membership must be valid at the time of the event.
- Payment **must** accompany a copy of the registration form. Payment received or postmark date will determine registration rate if payment is sent after registration form is submitted.

Cancellation, Transfer of Registration, and Refund Policy

- Registration may be transferred from one individual to another; however, written documentation must accompany the transfers (email is acceptable). It is preferable to have a 5 business day notice on all transfers. Notification may be sent to the Conference Chair or Treasurer.
- To cancel a conference or workshop registration and request a refund, a written request (email is acceptable) must be sent to the NCCPA Treasurer no later than 5 business days before the event. Telephone requests will not be honored. Refund checks or credits will be issued four to six weeks after the event.
- Full refunds are available if notification is received 5 business days before the event. All request made at any other time will be denied.