**Registration Payment Policy**

Full payment of the registration fee must be made at the time of registration unless paying by school purchase order. You will not be fully registered until payment is received. Payment can be made by credit card (Visa, MasterCard, Discover, American Express) or check (payable to NYSATA). Check payments delay processing and should be received no later than November 13, 2015; include a printed copy of your registration payment form along with your payment and mail to: NYSATA Conference Registrar, 9200 Sixty Road, Phoenix, NY 13135

**Registration Cancellation and Refund:**

All requests for a refund MUST be received in writing.

Registration refund requests received by November 1: Full refund less a $25 administration fee.

Registration refund requests received from November 1through 15: 50% refund less a $25 administration fee.

Registration refund requests received on or after November 15: No refund.

Paid workshop fees are non-refundable.

After the conference starts, cancellations due to extenuating circumstances (i.e. death, accident, serious illness) must be submitted in writing, include appropriate verification and must be received by NYSATA (at the address noted above or via email: tkonu@nysata.org) prior to the last day of the conference. No refund requests will be granted for any reason if submitted after the conference has ended.

Please allow 4-6 weeks for processing of refunds.