



Payment, Cancellation, and Refund Policy

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*). Include a printed copy of your registration payment form along with your payment and mail to: NYSATA, 9200 Sixty Road, Phoenix, NY 13135. ***Do not mail a check or purchase order after Friday, November 11, 2021, as it will not arrive in time. If you register after November 11, please pay with a credit card or bring a check or purchase order to the conference with you.***

Registration Cancellation and Refund Policy:

Please understand that NYSATA must close registration for ticketed events and purchase hotel meals *in advance*, based on registration counts. If you reserve meals or a ticket for an event and cancel last-minute, NYSATA has already purchased the meals and/or closed the ticketed event registration, resulting in a financial loss if no payment has been made. If you need district approval to attend, please secure permission in advance of registering. If paying with a school district PO, be sure you know what is allowable per your district policy prior to registering. You are responsible for any balance on your bill not covered by your school district

- All refund requests MUST be received in writing (email).
- Registration refund requests received by November 1: Full refund less a \$25 administration fee.
- Registration refund requests received from November 2 through 11: 50% refund less a \$25 administration fee.
- Registration refund requests received after November 15: No refund.
- Ticketed workshops and events are non-refundable.
- If you register with no payment and subsequently cancel, you may be billed a cancellation fee.

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 honored if submitted after the conference has ended.

Please allow 4-6 weeks for processing of refunds.