

## Congress Late Registration and Reimbursement Policy

The following policy is effective 1 May 2016 for Congress registration and reimbursement for cancellation. Please be sure you read and understand in case you have to register late or need to cancel your registration for Congress. Questions for clarification should be directed to the National Congress Planning Chair or the Executive Director, NSSAR.

### Late Registration

1. **Annual Congress:** A late registration fee of \$100 will be assessed starting 21 days prior to the beginning of the Executive Committee Meeting prior to the beginning of the Annual Congress. If the Executive committee Meeting is on Friday, then 21 days prior would be the start of the late registration fee. This applies to all registrations postmarked after the late registration day and any on-line registration that occur after that day.
2. The Annual Congress registration must have this policy listed somewhere on the registration form used for registration or as an attachment to the link under the upcoming events on the home page.

### Reimbursement Policy

3. **Annual Congress:** due to the lead time for committing funds for various events and items needed for those events, the following is the reimbursement policy for the Annual Congress. Cancellation must be in writing (either electronic or regular postal) to the Executive Director. Effective date for reimbursement will be the date of receipt at the National Headquarters by the Executive Director. No cancellations will be accepted over the phone.

The **exception to this rule** is for the death of a member who was planning on attending or his spouse or immediate family. Immediate family is defined as parents, spouse, spouse's parents or children and grandchildren and their spouses of the member. Other exceptions to this rule must be approved by the President General on a case-by-case basis within 30 days of the cancellation. A written (electronic or regular mail) request will be submitted to the Executive Director for forwarding to the President General for his decision.

- a. Cancellation before close of business 21 days prior to the Friday prior to Congress: full refund of registration, add-on meals (GWEF luncheon, SAR 1000, District Breakfasts, etc.) and tour amounts. **For example if Congress starts on 11 July, then to receive a full refund a person must cancel before 17 June.**
  - b. Cancellation between close of business 21 days and close of business 14 days prior to the Friday prior to Congress: 75% refund of registration, add-on meals (GWEF Luncheon, SAR 1000, District Breakfasts, etc.) and tour amounts. **For example, if Congress starts on 11 July, then to receive a 75% refund a person must cancel before 24 June.**
  - c. Cancellation between close of business 14 days and close of business 7 days prior to the Friday prior to Congress: 50 % refund of registration, add-on meals (GWEF Luncheon, SAR 1000 and District Breakfast, etc.) and tour amounts. **For example, if Congress starts on 11 July, then to receive a 50% refund a person must cancel before 1 July.**
  - d. Cancellation after close of business 7 days prior to the Friday prior to Congress: 0 % refund of registration, add-on meals and tour amounts. **For example 0% will be returned after cancellations received after 1 July, except as noted above.**
4. The Annual Congress registration must have this policy listed somewhere on the registration form used for registration or as an attachment to the link under the upcoming events on the home page.