**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 8, 2019, as it will not arrive in time. If you register after November 8th please pay with a credit card or bring your check or purchase order to the conference with you.***

**Registration Cancellation and Refund Policy:**

All requests for a refund MUST be received in writing.

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

Registration refund requests received from November 2nd through 15th: 50% refund less a $25 administration fee.

Registration refund requests received on or after November 15th: 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.