



2024 Registration & Payment Policy

If you need district approval to attend, please secure permission *prior to 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.**

Full payment must be made at the time of registration unless paying by school purchase order. Payment can be made by credit card (*Visa, MasterCard, Discover, American Express*) or check (*payable to NYSATA*). If mailing payment, 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 15, 2024, as it will not arrive in time. If you register after November 15, please pay in full via a credit card.**

2024 Cancellation & Refund Policy

NYSATA incurs costs to process registration, POs, credit card payments, and refunds. Additionally, if you reserve meals or an event ticket and cancel last-minute, NYSATA has already purchased the materials and meals and/or held space for you in the event, resulting in an expense and/or loss of revenue if no payment has been made. **If you register with no payment and subsequently cancel or don't attend, you may be billed a cancellation fee** plus an additional fee for any meals or ticketed events for which NYSATA has incurred cost or lost revenue to reserve on your behalf.

All refund requests MUST be received in writing (email).

Registration Fees

- Until November 1—full refund less a \$25 administration fee
- November 2 through 15—50% refund less a \$25 administration fee
- After November 15—no refunds

Meals

- Full refund until meal counts are confirmed to hotel on November 8
- No refund after meal counts are confirmed
- No return or exchange of meals onsite
- If a MEALS ONLY registration for awardee/conference guest, \$25 cancellation fee will be deducted from any refunded amount

Ticketed Events (Friday After Dark Event, Extended Studio Workshops)

- No refunds
- No return or exchange of event tickets onsite

Conference attendees with meal and/or event tickets that are no longer wanted may try to re-sell them through the conference app onsite. NYSATA will not refund or exchange unwanted tickets.

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 via email to 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.