



MACRAO

Michigan Association of Collegiate Registrars and Admissions Officers

MACRAO EVENT REGISTRATION AND REFUND POLICY

Registration Fees

To qualify for the **member registration fee**, the registrant must be employed by a member institution, an individual member of MACRAO, or an affiliate member.

If offered, registrants may register at the **One Day Only** rate. If attending more than one day, they must register at the applicable rate for the entire event.

Early Bird Registration Fees

To qualify for early bird registration rates, registration forms must be faxed or postmarked by that date to qualify for the early bird rate. Online registrations must be entered by 12 midnight EST the last day of early bird registration period.

Payment

Registrations **MUST** be accompanied by check, money order, or credit card charging authorization. Funds must be in U.S. dollars. Checks or money orders should be made payable to MACRAO. Payment is to be received prior to the event. If payment is not received by the event, a late fee of \$10.00 will be applied and sent to the member institution for collection.

Substitutions, Cancellations, and Refunds

All changes, substitutions, and cancellations must be made in writing. Substitutions may be made without penalty.

Deadlines for refund of attendee registration, guest or workshop registration fees:

- **Up Until 30 Days Prior to the Event Date** – Full Refund less 10% or \$10, whichever is greater.
- **30 Days Prior to the Event Date** – No Refund and unpaid fees will be billed to the member and/or member's institution.

If a MACRAO event is canceled, the sponsoring committee will make every effort to notify registrants in advance. MACRAO is not responsible for any charges or cancellation fees assessed by airlines, hotels, or travel agents.

Special Needs or Questions

Special needs requiring accommodation to fully participate or any questions about the event should be directed to the event sponsoring committee. (See <http://www.macrao.org/Directory/CommitteeList.asp>)

EXHIBITOR CANCELLATION/REFUND POLICY

Payment for exhibit space will be refunded, less 10% or \$100 per booth processing fee, if a written request for cancellation is received by MACRAO no later than 30 Days Prior to the Event Date. Telephone cancellations will not be accepted. MACRAO will only honor cancellation requests whose receipt have been confirmed. Final payment is due 30 Days Prior to the Event Date for all exhibit space. No refunds will be made if the company cancels the contracted slot or if the company fails to attend the meeting. If a company cancels after 30 Days Prior to the Event Date and has not already paid the exhibiting fee, the company will be liable for paying the full fee to MACRAO.