



## CONTINUING PROFESSIONAL EDUCATION PROGRAMS POLICIES<sup>1</sup>

### 1. MEMBER & NON-MEMBER COST

An NHSA member shall receive a **\$10.00** early registration discount if the registration is made and the payment received by Cornerstone Association Management **15 days** before the program cutoff date.

A Non-Member shall receive a **\$10.00** early registration discount if the registration is made and the payment received by Cornerstone Association Management **15 days** before the program cutoff date.

### 2. ANNUAL DISCOUNTED FEE PROGRAM

A Member who registers for all programs associated with the monthly dinner meeting offered from July 1 through June 30 shall pay a total sum of **\$400.00** for all of the programs; however, NHSA will not refund or apply as future credits any amounts for programs missed. Excluded from the Discounted Fee Program are full day CPE programs such as Gear Up.

A Non-Member who registers for all programs associated with the monthly dinner meeting offered from July 1 through June 30 shall pay a total sum of **\$600.00** for all of the programs; however, NHSA will not refund or apply as future credits any amounts for programs missed. Excluded from the Discounted Fee Program are full day CPE programs such as Gear Up.

The Annual Discounted Fee Program is a non-refundable one-time payment that must be received by Cornerstone Association Management on or before September 1 of the program year. The registrant will be registered automatically for the 8 programs and will not need to register on a monthly basis. A program registrant who is unable to attend a particular meeting may substitute another employee from the same firm by notifying Cornerstone Association Management at least **1 day** prior to the meeting so that registration documents for that meeting can be updated. ***No refunds for unused meetings will be provided or carried over into the following program year.***

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<sup>1</sup> CPE Policies were adopted by the NHSA Board of Directors at its April 29, 2009 meeting

3. **CANCELLATION POLICY (OTHER THAN ANNUAL DISCOUNTED FEE PROGRAM DESCRIBED ABOVE)**

A full refund will be provided to a Member or Non-Member who registers for a program and notifies Cornerstone Association Management that they will not be able to attend if the notification is made **more than 10 days** prior to the program.

A **50% refund** will be provided to any Member or Non-Member who registers for a program and notifies Cornerstone Association Management that they will not be able to attend if notification is made **less than 10 days** prior to the program but **more than 2 days** prior to the program.

**No refund** will be provided to any Member or Non-Member who registers for a program and notifies Cornerstone Association Management that they will not be able to attend if the notification is made **less than 2 days** prior to the program.

NHSA will allow a Member or Non-Member to substitute another employee within the same firm to attend the program by notifying Cornerstone Association Management one or more days prior to the program.

**No refund** will be provided to any Member or Non-Member who fails to attend a program without prior notification to Cornerstone Association Management as provided above.

Any Member or Non-Member who is unable to attend a program due to medical or other emergency may request a special refund from NHSA by writing to the Association's Vice President – Education and requesting the refund and providing the reasons for granting the requests. The decision of the Vice President – Education shall be final.