



REGISTRATION REFUND POLICY

The Michigan Municipal Treasurers Association (MMTA) must pay for a guaranteed number of attendees to cover conference materials, meals, and accommodations. For this reason, it is the policy of the MMTA to deny refund requests after the attendee number has been confirmed (refund deadline).

Refund requests must be submitted to the event coordinator. A list of ALL refund requests must be presented to the MMTA Board of Directors with supporting documentation for review and consideration of approval. Refunds shall not be issued until approved by a majority vote of the MMTA Board of Directors. The refund structure is as follows:

requested by registration deadline:	full refund
requested 10 days or more from the event date but after the registration deadline:	50% refund
requested less than 10 days from the event date but after the registration deadline:	0% refund

All granted full refund requests are subject to a \$25 fee. If a member notifies the event coordinator of the inability to attend a registered event after the registration deadline, he or she shall be informed that a substitute may attend the event in the registered member's place. In the event a substitute cannot attend the event, the coordinator shall provide the conference materials to the member as soon as practicable. Conference materials shall be provided in the same format as provided to registered conference attendees.

In the event of a serious illness or death of an immediate family member, the refund structure could be waived by action of the Board of Directors. This policy shall be applied on a fair and consistent basis to all members that are unable to attend a registered event regardless of the reason for their inability to attend.

Presented and approved by the MMTA Board of Directors on January 16, 2008

Amended and approved by the MMTA Board of Directors on March 12, 2010.

Amended and approved by the MMTA Board of Directors on July 29, 2016.