

PROGRAMS AND SERVICES  
TRAINING REGISTRATION FEES

Training Registration Fees

A. Pricing Procedures

Pricing procedure will consider the minimum and maximum number of registrants desired or anticipated and all conference expenses, including (1) facility including taxes and service charges, (2) meals including taxes and gratuities, (3) consultants room, travel, honoraria.

Staff time, mailing, inhouse printing, staff travel, promotion, officers' expenses, and staff overtime are expenses covered by Association dues.

The fee shall be for the entire program or any part thereof unless otherwise approved by the Director, Association and Business Development. The entire program fee shall be charged regardless of the amount of time the registrant spends at the program, unless otherwise approved by the Department Director.

There shall be no charge for the registration of speakers, consultants, group leaders or Association officers.

Fees may be waived or reduced in the following circumstances upon the approval of the director of the department having primary program responsibility:

1. Approved student attendees
2. Spouses and/or children of registrants, speakers, consultants, or group leaders and
3. Special guests/observers

The Department of Association and Business Development must be notified when fees are waived or reduced. The cost of any overnight accommodations, meals, taxes, gratuities, and degree of participation shall be considered in the determination of such reduced fees. Fees for private school personnel shall be the same as those charged members of the target audience.

B. Late Arrivals

Prepaid registrants are guaranteed late arrival. Unless prepaid, a pre-registrant arriving onehalf hour after the program starts, without informing the registrar, may be considered a "noshow" and replaced by an onsite registrant. Pre-registrants shall be advised of this procedure.

C. Cancellations

1. Annual Workshop

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Due to hotel and other commitments, there will be no refunds or credit adjustments for registration fees or meal function tickets after the advertised cutoff date, unless approved by the Executive Director.

Training Registration Fees (continued)

2. Other Conferences, Workshops, Seminars, etc.

In the event a pre-registrant must cancel, a substitute from the same district will be accepted. If there is no substitute and the pre-registrant cancels within the published time schedule or fails to attend as expected, a cancellation fee will be charged.

The cancellation fee is to be established annually by the Executive Director and will take into account meeting space costs, meal costs, material costs, and the penalty fee imposed by the facility.

D. "No Shows"

"No Shows" may be charged the total conference fee. A "no show" shall be defined as a pre-registrant who gives no notice of cancellation and does not attend the program, or who cancels within 72 hours of the start of the program.

E. CLE Course Fee Waiver

Fees for Continuing Legal Education (CLE) programs conducted by NJSBA may be waived or reduced upon demonstration of financial hardship by the attending attorney. An attorney seeking such waiver or reduction shall submit a certification (on attached form at GO/6603.7E), attesting that the regular course fee is beyond his/her means due to unemployment or some other detailed financial hardship.

The Director, Department of Legal and Policy Services shall review the certification and surrounding circumstances and determine whether course fees shall be waived or reduced and, if so, in what amount. Any waiver of reduction must be approved by the Executive Director.

The Departments of Finance and Operational Services and Member Services must be notified when fees are waived or reduced.

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**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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See Also: GO/6603.8R  
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