



British Columbia Fire Training Officers Association

Operational Guideline

Registration Fees, Cancellation and Refund	O.G. # 3.03.03	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide a method administering registration fees for participants in the Annual Educational Conference and Training Workshop.

Scope: The BCFTOA membership.

Policy: The BCFTOA Executive will authorize a fee schedule for participants registered in the Annual Educational Conference and Training Workshop.

Procedure:

Fees for registration will be determined by the Conference Committee, but must be approved by the BCFTOA Executive prior to implementation of registration. The Conference Committee may determine different fee schedules for members and non-members. They may also establish an Early Bird fee schedule for members.

The members of the Executive, Zone Representatives and Executive Administrator will not be assessed registration fees for the Annual Educational Conference and Training Workshop in recognition of their work on behalf of the Association.

All fees for registration will be collected and accounted for by the BCFTOA Executive Administrator. All funds received will be deposited and distributed through the BCFTOA Conference bank account. A record of revenues and disbursements will be provided to the Conference Chairperson and the BCFTOA Executive on a monthly basis. The Conference Chairperson and BCFTOA Executive Administrator are accountable to the Executive for all funds received and disbursed related to the Conference.

Refunds will be granted for Conference registrations that are cancelled, subject to a 10% administration charge, up to 14 days prior to the start of the Annual Conference and Training Workshop. No refunds will be granted for Conference registrations that are cancelled within 14 days of the start of the Annual Conference and Training Workshop. However, Conference participants, may substitute a registrant within 14 days of the start of the Conference.

Reference:

3.02.01 – Annual Conference Timelines

3.02.03 – Registration

 Signature of President	This OG replaces Issued: NA
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