

POLICY for MEMBERSHIP and REGISTRATION FEES

Passed and Adopted: December 14, 2007

The Minnesota Chapter of NIGP, as part of its mission to support continuing education and professional development, recognizes that:

- a) employment status may change within the membership year, and the need to substitute or transfer memberships may need to be addressed; and
- b) individuals registering for educational seminars or conferences may find themselves in need to cancel their registration, and reimbursement of these registration fees may need to be considered.

Therefore, the Minnesota Chapter of NIGP has passed and adopted the following reimbursement policy.

- 1) Agency Paid Chapter Membership: When an agency pays for membership for an employee, and that employee leaves or retires from that agency, the agency may fill that membership spot for the remainder of the membership year with another employee.
- 2) Individual Paid Chapter Membership: Memberships that are paid for by the individual, even if reimbursed by their agency; are not available for substitution by another person. However, the individual may retain their membership for that year as long as they are still employed by a government agency.
- 3) Cancellation of National Seminar: Reimbursement for cancellations for NIGP-sponsored educational courses, seminars, etc. will be per NIGP reimbursement policy.

NIGP reimbursement policy states as follows:

- Cancellation notice must be in writing or via email.
- An individual who has registered to participate in a NIGP sponsored seminar may cancel his/her registration at any time prior to the first day of the seminar; however, if the cancellation is not received at least fourteen (14) calendar days prior to the seminar start date, the cancellation is subject to a \$75.00 service charge.
- Individuals who register to participate in a NIGP sponsored seminar but fail to attend, will not receive a refund except under extenuating circumstances. If the NIGP Education Director determines that such extenuating circumstances warrant consideration, the Education Director may issue a voucher valued up to the full face value of the registration fee. The voucher, which shall be valid for one (1) year after issuance, can be applied to registration at a future NIGP seminar.

4) Cancellation of MN NIGP Seminar or Conference: Individuals who register to participate in a MN NIGP sponsored seminar or conference may cancel their registration at any time prior to the first day of the seminar or conference; however, reimbursement will be as follows:

- If cancellation is received 30 days prior to seminar's/conference's start date, reimbursement will be 100%.
- If cancellation is received 14-29 days prior to the seminar's/conference's start date, reimbursement will be 50%.*
- No refund will be issued for cancellations made within 14 days of the seminar's/conference start date or for individuals who fail to attend.*

* Individuals who register to participate in a MN NIGP-sponsored seminar or conference, but must cancel their registration or are unable to attend due to extenuating circumstances, may request a 100% refund. The request for reimbursement must be in writing, and must be addressed to either the Education Committee Chairperson or the Conference Committee Chairperson. The extenuating circumstances for the cancellation must be addressed in the request. Extenuating circumstances could include:

- Medical emergency,
- FMLA leave, or
- Funeral leave.

Each request will be considered on a case by case basis.