

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Educational Institute Registration - Cancellation

Approved: September 1, 2002
Revised: October 15, 2008

DEFINITION:

This policy defines the guidelines for education institute registration fee reimbursement if a cancellation is received.

POLICY:

Any registrant whose cancellation is received four business days before the educational institute will receive a full refund.

Any registrant who has paid the registration fee but who does not attend the educational institute and does not cancel more than four business days in advance, will not receive a refund.

Any registrant who has not paid the registration fee, does not attend the educational institute, and does not cancel more than four business days in advance will be invoiced for the unpaid registration fee.

In the event of an emergency situation beyond the registrant's control, refunds of registration fees in the event of non-cancellation may be made at the discretion of the Chapter Administrative Assistant after consultation with a Chapter officer.

PROCEDURE:

Registrant must provide a written request by email or fax to the Indiana Chapter HFMA Administrative Assistant to cancel their registration and request a refund.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Free Educational Institute Registration Fees

Approved: February 28, 1997
Revised: February 21, 2000
May 8, 2002
October 15, 2008

DEFINITION:

This policy applies to waiver of registration fees for educational institutes.

POLICY:

Registration fees will be waived for the following registrants at educational institutes:

- Officers.
- Immediate Past President.
- Past Presidents – Annual Meeting only.
- New members with a certificate, such certificate being valid for one year from the beginning date of membership and for one educational institute. The Certificate must be attached to the registration form for the institute to which the waived fee applies.
- Certified members, to be used within one year of certification.
- Course Coordinator.
- Speakers, both members and non-members, on the day they speak only. Other days attended must be paid.
- Maximum of two persons designated by the Networking Committee Chair to staff the registration desk.
- National HFMA representatives when attendance is requested by the Chapter President.
- Region 7 Regional Executive for at least one meeting and additional meetings when attendance is requested by the Chapter President.
- President and President-Elect from other chapters in Region 7 when attendance is requested by the Chapter President.
- Region 7 Regional Executive-Elect when attendance is requested by the Chapter President.
- National Officers when attendance is requested by the Chapter President.
- Retired members.
- Others as designated by the Executive Committee and/or Board of Directors.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Educational Institute Registration - Early Registration

Approved: September 1, 2002
Revised: April 20, 2007
January 14, 2009

DEFINITION:

This policy allows for a price discount for educational institutes when the guidelines for early registration are met.

POLICY:

A discount not to exceed 25% as determined by the Vice President for Education and his/her committee, shall be allowed when registration for an educational institute is received advance of the program. The time of advance is to be determined by the Vice President for Education and his/her committee.

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Special Educational Institutes/Meetings

Approved: June 27, 1997
Revised: May 8, 2002
October 15, 2008

DEFINITION:

This policy applies to attendance at the following special educational institutes/meetings:

- National HFMA Leadership Training Conference;
- National HFMA Annual National Institute;
- Regional President Meetings.

POLICY:

It is the policy of the Chapter that the following persons are authorized to attend the respective educational institutes/meetings and that registration and travel expenses will be reimbursed in accordance with the Chapter's Travel Expense Reimbursement policy/procedure:

National HFMA Leadership Training Conference

The President, President-Elect, Vice President, Secretary/Treasurer, Communications, and Membership Committee Chairpersons may attend the educational institute conducted in the Spring prior to his/her term as officer/chairperson. Other persons may be designated to attend by the Board if attendance is deemed important to the future success of the Chapter.

National HFMA Annual National Institute

The current officers and immediate past president may attend this educational institute.

Regional Presidents' Meeting

The President-Elect and President are expected to attend these meetings during their term of office.