



# Partnership FOR YOUTH

## 2019 Registration and Payment Policies

### Deposit:

A **non-refundable, non-transferable** \$50 per ticket deposit must be received by Partnership for Youth no later than two weeks from the date of group registration. Tickets will be canceled for non-payment after two weeks. Ticket reinstatement is subject to availability and will be billed at the current ticket price as of the date of reinstatement. Payment may be made by mailing a check to the Partnership for Youth office or by major credit card online or over the phone. Payments made by mail must be postmarked no later than two weeks from the date of registration to avoid cancelation or ticket price increase.

### Tiered Pricing:

Partnership for Youth 2019 Tiered Conference Pricing structure is as follows:

**Early Bird Registration:** Register between November 15, 2018 – January 16, 2019.

**Regular Registration:** Register between January 17, 2018 – May 15, 2019.

**Late Registration:** Register after May 15, 2019.

Deposits must be received by Partnership for Youth no later than two weeks from the date of group registration to hold the ticket price. Payments made by mail must be postmarked no later than two weeks from the date of registration. Tickets added to your group are billed at the current price as of the date of the addition.

### Deadlines and Cancelations:

**The final payment deadline for all 2019 conferences is Wednesday, May 15, 2019.** If the outstanding balance is not paid in-full (or postmarked) by May 15, the tickets will be billed under the Late Registration price. Groups that have not paid in full by the deadline and choose to drop tickets or cancel will be held responsible for paying the full balance for all tickets reserved as of May 15, 2019.

### **Dropping tickets on or before May 15, 2019:**

Tickets dropped on or before May 15, 2019, will not require payment of the balance. If full payment has already been made a refund will be issued, less the \$50 deposit per ticket. Refunds will be issued by our office after the conference. To drop tickets, please contact the Partnership for Youth office.

### **Dropping tickets after May 15, 2019:**

No refunds will be issued for tickets dropped after May 15, 2019. To drop tickets, please contact the Partnership for Youth office.

### **Adding tickets to your group on or before May 15, 2019:**

Tickets can be added to your group based on availability and are subject to the current price as of the date of the addition. The non-refundable, non-transferable \$50 per ticket deposit must be received by Partnership for Youth no later than two weeks from the date of the addition. Additional tickets will be canceled for non-payment after two weeks. Final payment due date of May 15, 2019 will apply to any additions. To add tickets, please contact the Partnership for Youth office.

### **Adding tickets to your group after May 15, 2019:**

Tickets can be added to your group, based on availability, until the individual registration deadline date, one month before the conference. All tickets added after May 15, 2019 must be paid in-full no later than two weeks from the date of the addition and will be billed at the "Late Registration" price. Tickets will be canceled for non-payment after two weeks. To add tickets, please contact the Partnership for Youth office.

*Note: Partnership for Youth reserves the right to limit or deny additions at any time after May 15, 2019.*

### **Waiting List:**

Once a conference is sold out a wait list is started. Ticket requests will be fulfilled in the order they were received.

### **Ticket Transfers:**

Partnership for Youth does not allow tickets to be bought for and/or sold to, transferred to or shared across groups.

### **Individual Registrations:**

In order to accommodate special needs and site-specific housing requests, all individual participants must be registered with your group online **no later than one month prior to the conference start date**.

Any tickets purchased by your group but not designated to an individual by this time will be dropped from your registration. No refunds or transfers will be issued. Partnership for Youth reserves the right to reinstate tickets on a case-by-case basis. Contact the Partnership for Youth office for more information.

### **Changes to Individual Registrations:**

It is the desire of Partnership for Youth to be as accommodating as possible; however, many factors impact our ability to allow for certain last-minute changes. In order to accommodate special needs and site-specific housing requests, any changes to individual registrations, including swapping out participants, are highly discouraged after the individual registration deadline date, one month out from the conference.

Changes will be considered on a case-by-case basis. Please contact the Partnership for Youth office for more information.