

MHCA EDUCATION POLICIES

Please read these carefully!

1. **Payment (Season ticket, Check, Visa, MasterCard) must be received with registration in order to be properly registered for any MHCA educational event.**
2. **All walk-on registrants are required to make full payment before being admitted to any MHCA education event.**
3. **MHCA does not invoice any individual/facility for educational events. Payment must be received prior to the seminar or day of seminar. A \$15.00 administrative fee will be applied if payment is not received.**
4. **In order to receive a refund of educational event registration fee(s), the individual/facility must submit proper cancellation notice seven (7) days prior to the seminar. This cancellation notice must be in writing. (Telephone cancellations will not be accepted.) Any individual who registers for a seminar, but fails to file the proper cancellation notice will be billed and must pay the entire seminar fee.**
5. **The only exception to the seven (7) day requirement for cancellation must be due to survey, personal illness or death in the immediate family. Again, this request for refund must be submitted in writing, stating the reason for cancellation. (Telephone cancellations will not be accepted.)**
6. **An individual who has pre-registered for a seminar may transfer his/her registration to a person working in the same facility, management company, or office who has not pre-registered in the event that the original registrant is unable to attend.**