

CAST Registration Terms and Conditions

I. Payment Schedule

We do not accept purchase orders as a form of payment.

Please note that registration for CAST 2012 is on a **four-tier payment schedule**, meaning that there are four different payment prices in order to give early registrants the benefit of receiving a discount.

A Purchase Order is not a payment or a reservation of payment. Purchase Orders will not be accepted to hold your reservation. Registrants will be billed according to **payment** date (via **check or credit card**), not the initial registration date. Please submit payment in a timely manner in order to secure the Early Bird or Advanced Registration price. Payments may be made with a credit card or check.

The Payment Schedule:

To be eligible for the **Extra-Early Bird Discount of \$115**, we must receive payment by **July 15, 2012**. To be eligible for the **Early Bird Discount of \$120**, we must receive payment by **September 30, 2012**.

Extra-Early Bird Registration (May 1 - July 15): \$115 No extra courses are available when registering at the Extra-Early Bird rate, but you may modify your registration in August.

Early Bird Registration (August 15- September 30): \$120 Please note: you must pay the registration fee in full via check or credit card before or on the September 30 deadline in order to receive the discount.

Advance Registration (October 1 – October 31): \$150 Please note: you must pay the registration rate in full via check or credit card before the October 31 deadline in order to receive the discount.

Regular Registration (November 1 - November 8): \$165 All outstanding balances must be paid by November 8.

ALL CAST Registrations must be paid in full by November 8th to attend the conference.

Sending Payment:

- **Please make Checks payable to:** STAT
- **Please mail all checks to:** Science Teachers Association of Texas, 5750 Balcones Dr., Suite 201, Austin, TX 78731. We cannot guarantee receipt of payments sent to any other address.
- In the envelope, or on the check itself, you must include the **FULL NAMES** of **ALL teachers** paid for by your check. Email all registration questions to registration@statweb.org.

II. Registration

By registering for CAST 2012, you are making a reservation for yourself and are subject to payment in full for this reservation. Please note that when you register for this conference, you will be held accountable for payment of your registration, as detailed in **Section III** of the Terms and Conditions.

There are two registration options:

- 1) Registration in a group, with a group administrator, or
- 2) Individual registration.

If you are a group administrator who is registering a group, you are responsible for the entire group's fees. The group administrator must be attending the conference. If registering individually, you are responsible for your own fees. **Please determine whether you are registering individually or as a group before you submit your registration, as you may not register more than once (detailed below).**

Registering Twice: Our system will only allow one registration per e-mail address. We must treat any additional registration of an attendee as a separate person. This means that both registrations will be billed and held accountable for cancellation, as detailed in Section III. In the event that you have problems with your registration, please call the office at 512-491-6685 or e-mail us at registration@statweb.org. Please do not create a new registration.

Payment Policy. You must pay for the conference before you attend. All registrations must be paid in full prior to the conference start date of 11/8/2012. If payment has not been made, registrants will not be allowed to attend the conference. **Again, Purchase Orders will not be accepted.**

Invoicing Procedure. The individual who registered will be e-mailed a confirmation of registration including the balance due. This e-mail is your invoice and should be submitted to your accounts payable department. If you need a hardcopy invoice, or your district needs an invoice faxed to them, please contact the STAT office directly at registration@statweb.org, stating the names of the registrants, and the fax number to which the invoice needs to be sent. **Invoices will not be faxed unless requested.**

III. Cancellation and Refund Policy

Cancellations for conference registration will be accepted until **October 25, 2012**, but are subject to a **\$25 cancellation fee**. All optional sessions (short courses and field trips) canceled by October 25 will be refunded in full. A \$25 fee will also be charged for insufficient fund checks and disputing valid credit card charges. **Refunds of \$25 or less will not be processed.**

After October 25, 2012, we **will not accept cancellations** for the **conference** or **any optional sessions**. All registrants who fail to cancel before this deadline will be required to pay for the full registration cost they committed to, as well as any additional items they may have purchased. Registrants who do not pay their balance will not be eligible to attend future CAST conferences.

Duplicate Registrations. As detailed in Section II, if you register multiple times, you are responsible for payment for each registration as if they were a separate person.

NOTE: Attendees who have paid for sessions (short courses, field trips) that are canceled **by STAT** will receive full refunds for the session.