

*Case Management Society of New England
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Policy # 20-00

Date: 5/17/00

Policy:

To require payment of educational program registration for failure to cancel or attend.

Objectives:

- To require that individuals who register to attend a CMSNE program, to cancel their registration 12 hours in advance or be obligated to pay the registration assessed fee.
- To reduce the amount of individuals/members who register for a program and then do not attend.
- To make available more slots for interested individuals.
- To reduce the amount of monies unnecessarily spent by a sponsor providing refreshment and/or meal expenses on individuals that do not attend.
- To require all individuals who register for a CMSNE educational program, a professional responsibility in canceling their registration.

Procedure:

- All CMSNE Chapter and Extension program literature and flyers will include a disclaimer stating that if an individual registers for a CMSNE program, with intent to pay at the door on that date, they will be required to pay for the program, if they do not cancel their registration within 12 hours of the event.
- CMSNE members registered for a free program and failing to cancel their registration, will be assessed the non-member rate.
- Individuals not complying with CMSNE cancellation policy will be sent a letter requesting payment for the program.
- Failure to remit payment for the program, will result in the individuals inability to register for future CMSNE programs without prior payment.

Signed off: Peter Moran Date: 5/17/00
Peter Moran, CMSNE President