

***NASW – TN Continuing Education Event Information***  
**(Includes Registration Information, Payment Methods, Cancellation Policy, and more.)**

**Registration Information**

Pre-registration is required for all workshops. Persons may make a reservation for any workshop by registering online at [www.naswtn.com](http://www.naswtn.com), or by mailing their registration and payment. Registration will close one week prior to the event. Registration for a continuing education workshop/event must be received in our chapter office in full by the close of registration or a late fee of \$15.00 will be charged.

**Credit Card Payment**

NASW-TN accepts credit/debit card payment for workshop registration via our website at [www.naswtn.com](http://www.naswtn.com). If a potential registrant tries to register for an event online and their card is repeatedly declined, that person should call the NASW-TN office to explain the situation and have office personnel add their name to the event registration list under the condition that the office will receive payment in the form of a check or cash within seven (7) days of the event. If payment is not received within that stated timeframe, the person forfeits their registration.

**Registration Confirmation**

Registration confirmations will be performed by e-mail. If an e-mail address is not provided, the registrant may not receive confirmation that he/she has registered and/or paid. In the event that a registrant does not have an email address they should notify the NASW-TN Chapter Office and request a faxed or verbal confirmation.

**Registration Substitutes**

If the original registrant is unable to attend and someone else takes their place the NASW-TN office MUST be notified at least two (2) days prior to the event or the replacement must pay his/her own registration fee plus the \$15 late fee.

**Walk-Ins**

If there is space available in the workshop or conference, individuals who have not pre-registered may register on-site for an additional fee of \$25.00. (This fee includes the \$15.00 processing fee and on-site charge of \$10.00).

**Cancellation Policy**

While the NASW understands that emergencies do occur, once a participant has been registered and is expected to attend a scheduled NASW TN Chapter workshop/event, the NASW TN Chapter has factored their attendance into costs already absorbed by the Chapter.

NASW-TN works very hard at reserving space, providing materials, and having refreshments available based on registrations.

Once a participant has registered and is expected to attend a scheduled Chapter workshop or event our cancellation policy is as follows:

- Cancellations received 6-2 days in advance of the event shall be refunded to the participant with \$25 deducted for processing.
- Cancellations received less than 2 days in advance of the event will NOT be refunded.

Any “no shows” that have not provided advance notice will not be issued refunds or the option to apply the fee to a future scheduled workshop. NASW-TN works very hard at reserving space, providing materials, and having refreshments available based on registrations.

### **Payment Disputes**

If a dispute regarding payment arises, the host of the event/workshop will make the decision as to the monetary amount due, stating that it will be further investigated upon return to the office the following business day. The attendee will abide by the decision or decline to attend the event.

### **Note on Accommodations**

If you require accommodations to permit your attendance/participation, please provide a written request along with a completed registration form and payment at least thirty (30) days prior to the registration deadline for the workshop. Requests received after this deadline may not be able to be processed or fulfilled in time for the activity.