

Training Payment Policy

PAYMENT

- Your registration is complete when payment is received in full.
- Your registration may be paid using check, credit card.
 - Credit card payments will be subject to credit card processing fees.
 - Check payments must be received 10 days prior to start of the conference for your registration to be valid.
 - Please make your payable to **MADCP** or **Michigan Association of Drug Court Professionals** and mail to: MATCP, 824 N Capitol Ave., Lansing, MI 48906
- Payment is due in full 10 days prior to start of the training. Payments not received in full may be subject to registration cancellation.

REGISTRATION

- Due to venue safety regulations ALL individuals present at the MATCP trainings must be registered.
- Registration closes 14 days prior to start of the conference.
- Registration requests accepted after the closing date may be added at the discretion of MATCP and will be subject to an additional \$20.00 processing fee.

CANCELLATIONS / REFUNDS

- Cancellation requests must be submitted in writing and will be accepted via email to info@matcp.org
- Cancellations received between registration opening and 14 days prior to the training, will receive a full refund, minus a \$40.00 administrative fee. Please allow MATCP up to 90 days to issue your refund.
- Cancellations requested after 14 days prior to start of conference will not be refunded for any reason including, without limitation, lack of participation in workshops, failure to attend due to illness, acts of God, travel-related problems, acts of terrorism, public health emergencies or alerts, loss of employment, and/or duplicate purchases.

ATTENDEE SUBSTITUTIONS / REGISTRATION TRANSFERS

- If an attendee is unable to attend for any reason and to avoid fees associated with a cancellation, a different individual may be substituted to attend in their place.
- It is the original registrant's responsibility to notify MATCP via email (info@matcp.org) to arrange the substitution prior to start of the conference.
- Failure to notify MATCP of substitution will result in registration cancellation. See cancellation policy for refund information.

Agreements, terms, partnerships, and contracts agreed upon that are not listed in the registration, payment or cancellation policies above are not negated by this payment policy and shall be honored according to the original agreement.

Questions? Contact MATCP | Email: info@matcp.org | Phone: (517) 253-0896

Updated 6-30-2023