



Do you have questions about how to request a **refund** for your conference registration or about how to get **reimbursed** through your Article 60 committee? Please see the information below!

<p style="text-align: center;"><b>If you require a <b>refund</b>...</b></p>	<p style="text-align: center;"><b>How to receive your <b>reimbursement</b></b></p>
<p><b><u>Prior to the conference:</u></b> The deadline for refunds <b>prior</b> to conference is <b>Friday, October 21<sup>st</sup></b>. You must request this refund <b>via email directly</b> to the <b>Professional Association</b> who is in charge of the conference for which you registered. Their contact information can be found on their webpages and the conference poster. These professional associations are also full-time teachers who volunteer their time to organize the conference. They will respond to your request as soon as they are able.</p> <p><b><u>Conference Day:</u></b> If you are unable to attend the conference for which you registered, you <b>must inform</b> your administrator. You can then request a refund <b>directly</b> from the <b>Professional Association</b> in charge of your conference by following the process above.</p> <p><b><u>Post-conference:</u></b> If you were unable to attend conference on conference day, you have up to <b>10</b> days post-conference to request a <b>refund</b> through the <b>Professional Association</b> in charge of your conference. <i><b>Some</b> article 60 committees also have provisions for teachers who are unable to attend conference the day of. Please check with one of the individuals listed to the right if you are in this situation.</i></p>	<p>Once you have your receipt, you need to submit that document to your regional <b>Article 60</b> committee. The timelines for reimbursement are determined by your RCE/Board. Please contact them if you have any questions.</p> <p>Contact information for your Regional <b>Article 60</b> can be found by asking:</p> <ul style="list-style-type: none"> <li>• <b>Your School Rep</b></li> <li>• <b>A member of your Local Executive</b></li> <li>• <b>Your Local President</b></li> <li>• <b>Your administrator(s)</b></li> </ul> <p>On your <b>RCE/Board Website</b>/through your employee portal.</p>