



Attendance Policy for StarkMHAR sponsored trainings

StarkMHAR shall implement the following attendance policy for Board sponsored trainings for guests. The policy will be enforced to ensure that everyone has equal opportunity to attend StarkMHAR Board sponsored trainings.

1. Participants who are unable to attend a training after they have registered shall notify the Training Coordinator by 4:00 p.m. a minimum of two (2) business days prior to the training to avoid any fees.
2. Participants who are unable to attend a training and do not notify the Training Coordinator at least two (2) business days prior to the training by 4:00 pm will be sent an invoice for a \$30 cancellation fee. The invoice must be paid before participants can register or attend any future StarkMHAR training. Registrants who sign up for any future training without paying all cancellation fees they have incurred will be removed from the training registration and notified that they cannot attend until the cancellation fee is paid.
3. Participants who know they cannot attend and know another individual who is interested in attending can contact the Training Coordinator and inquire into sending them in their place. The Training Coordinator needs a notice of a minimum of two (2) business days before the training. Failure to notify the Training Coordinator a minimum of two (2) business days in advance of the training may result in the substitute attendee being denied registration and the original registrant being assessed a \$30 cancellation fee in accordance with Paragraph 2 above.

NOTE:

This policy applies to trainings that are free of charge.

When there is a fee associated with a training, the “no refunds” acknowledgment that is part of the registration process applies instead.