

Purchase Orders and Refund Policy

Are you paying with a P.O?

- Please make sure that your business office has our W-9 paperwork. If you have never submitted a P.O, contact aaea.treasurer@gmail.com.
- Contact Emily Dobson, aaea.treasurer@gmail.com, by November 1st, so she is aware that you are paying through a P.O. If you do not contact by our due date, AAEA will assume you are paying for the conference yourself and will bill you. If a payment has not been reached by November 14th, the registration will be deleted, as AAEA cannot shoulder this additional cost.
- Print your receipt and hand it to your business manager for proof of registration. Make sure that the business manager adds your name and/ or other co-workers to the P.O. Often times, your district and your school organization names are extremely different and it slows down invoicing.
- The mailing address for P.O payments is AAEA, % Emily Dobson, Treasurer, 9063 E. Bellevue St., Tucson AZ, 85715

Refund Policy

Cancellation refund policy: Registrations cancelled on or before October 27th, 2017 are subject to a 50% cancellation fee. After October 27th, no refunds will be provided. *Exceptions may be made for emergency situations only. The AAEA board will review written submissions to determine a 50% discount.

Refunds will not be made after the posted date or for no-shows. Please allow two to four weeks after the conference for the refund to be provided. Registering for a conference, meeting or other event constitutes an agreement between you and the AAEA. Upon registering, you agree to pay all fees in a timely manner, adhere to this refund policy and adhere to a professional conduct during the meeting. Regardless of when and if you pay your fees this cancellation policy applies. Furthermore, you are ultimately responsible for your fees even if another party has expressed its intent to pay them on your behalf.

Thank you and AAEA appreciates your assistance with making this conference the best yet!