

Refund Policy

- All refund requests are to be submitted in written form.
- Refund requests submitted electronically will not be accepted.
- All refund requests should be mailed to the TSID mailing address.
- Refund requests are to be post marked within 30 days after an event has taken place.
- After the refund request is received, it will be brought to the board's attention at the subsequent TSID Executive Board meeting.
- The TSID treasurer will respond to all refund requests within 15 business days after the Executive Board meeting where it was addressed.
- Before being considered for refunds, all payments made by check must have been deposited and verified to have cleared the bank on which it was drawn.
- A 10% administrative fee will be assessed on all granted refund requests.
- Membership dues and fees for approved CEU applications are non-refundable.

DOCUMENT HISTORY

- Established 09/1995
- Revised 03/2001