

**BOARD POLICY**

**WINTER TRAINING INSTITUTE, January 20-21, 2017**  
**Riffa Views International School, Bahrain**

**1. WINTER TRAINING INSTITUTE REGISTRATION**

Delegates are required to pre-register for NESA institutes according to the instructions on the NESA website.

**2. REGISTRATION FEE DEADLINE/LATE FEES**

The 2017 Winter Training Institute ‘Early Bird’ registration deadline is December 18, 2016. After that date, "LATE REGISTRATION FEES" will apply. For fees, see the “Winter Training Institute" on the NESA website under ‘Events’.

**3. REGISTRATION CANCELLATION FEE REFUNDS**

Registration fees for cancellations before December 18, 2016, will be refunded, minus a cancellation fee of $50.

Registration fees for cancellations after December 18, 2016, will not be refunded except in extenuating medical circumstances in the immediate family of the person concerned. A written request for a refund should be submitted to the NESA Executive Director, who will forward it to the Board for review.