

Procedure for Registration of Berkshire AHEC Continuing Education Programs

Berkshire AHEC desires to have all attendees of continuing professional development educational programs complete registration (including full payment) prior to the day of the program. To facilitate this process Berkshire AHEC seeks to have information via a brochure distributed to potential attendees 8 weeks prior to the date of the program.

If used, "early bird" program fees are applicable up to 4 weeks prior to the program date.

"Regular" program fees are applicable up to 2 weeks prior to the program date. After that "late" fees are applicable until but not including the day of the program. The "walk-in or day-of" fee is applicable if registering on the day of the program.

Registration is only complete if a registration form is complete and payment is made. Payment may be made through credit card or electronic check.

Organizations registering one or more individuals without a credit card or check must provide a P.O. number to have the registration be considered complete. Berkshire AHEC will then invoice the organization for the registration fee based on the date of registration and according to the early bird, regular, late and day of fee schedule.

Berkshire AHEC does not provide refunds after 10 full calendar days prior to the date of the program. If an individual requests a refund after that due to illness a partial credit towards a conference occurring in the same fiscal year may be issued if Berkshire AHEC is notified before the close of business the day prior to the conference. Credits for cancellation due to illness will only be issued once per fiscal year per learner.