



## STN CONVENTION 2010 PAYMENTS, REFUNDS AND CHANGES

12.15.09

### **Please plan your registration before going online to avoid making changes.**

Changes to registration take valuable time away from our planning activities. Please wait until you have all your details together before you register.

#### *Decide:*

What students are attending

What pre-convention training sessions you and your students will attend

Whether or not you will do the Sweet 16 Contest

Which contest each student will enter

Which students will share rooms

### **PAYMENTS**

Payment can be made immediately online with your credit card: MasterCard, VISA, Discover, and American Express are all accepted.

Payment may be made by printing a copy of the invoice and sending a check payable to **Student Television Network** to:

Student Television Network Convention  
2768 Loker Avenue West  
Carlsbad, CA 92010

Purchase Orders are accepted for registration. Please send the check for payment or bring the check to onsite registration. Purchase Orders that have not been paid within 60 days after the end of the Convention may affect the school's status as a "current member" and may prohibit that school from participating in STN events. STN will only confer trophies to member schools.

### **CHANGES AND SUBSTITUTIONS TO ONLINE REGISTRATION**

*PLEASE limit your changes as they are an administrative burden for the staff.*

#### **CHANGES**

You can retrieve your invoice and make changes online. Each time you generate a new invoice, you will incur a \$5.00 processing fee. No changes will be accepted after Friday, February 19, 2010. STN does not accept responsibility for the impact of changes on the school's registration. Changes that result in a refund will be refunded by May 1, 2009.

**We expect to have a full convention. Due to the fact that each registration occupies a carefully determined position in our convention planning schedule, no cancellations or changes will be accepted after Friday, February 19, 2010.**

#### **SUBSTITUTIONS**

Student Name Only substitutions will be accepted up until convention onsite registration if caused by illness or family emergency. The student substitute will be required to participate in exactly the same activities/contests as the original student planned.

#### **DISNEYLAND HOTEL**

You may reserve your rooms with a credit card. Cards will be charged 7 days prior to arrival unless you make arrangements to pay by check in advance or at check-in. Disney will not accept Purchase Orders for hotel reservations.