

## **FINANCIAL POLICIES AND PROCEDURES**

POLICY NUMBER:       **FP-115**  
SUBJECT:               **STUDENT CONFERENCE REGISTRATION FEES**  
EFFECTIVE DATE:      April 17, 2007  
REVISION DATE:  
APPROVED BY:         CWEA Board of Directors

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### **POLICY**

Registration for students attending CWEA conferences, workshops and specialty conferences shall be complimentary, i.e. no registration fee, in order to encourage, support and meet the needs of our future water quality professionals .

### **PROCEDURES**

1. The registration fees for students attending CWEA state events shall be complimentary. No fee will be charged.
2. Students are defined as those currently enrolled at accredited community colleges, colleges, universities, high schools or trade schools and taking 9 units or more.
3. To qualify students must provide written documentation verifying their student status.
4. Meals are not complimentary unless included in the base registration fees.
5. CWEA Staff shall track these registrations via a registration code.
6. CWEA Local Sections and Committees are encouraged to promote complimentary registrations to increase student involvement.
7. The CWEA Board shall monitor the use of this complimentary registration code and modify the policy as needed.