

STEUBENVILLE MAIN CAMPUS

DROPPING SPOTS

All requests must be submitted via email.

DEADLINE: April 12, 2019

A Group Leader may request to drop spots at any time until the Dropping Spots Deadline.

- The Remaining Balance is no longer due for spots dropped on or before the deadline.
- The \$40.00 Deposit of dropped spots is non-refundable.
- The Deposit of dropped spots is not transferrable to the Remaining Balance.

ADDING SPOTS

All requests must be submitted via email.

A Group Leader may request to add spots at any time until the start of the conference.

- Spots that are added after the Remaining Balance deadline must be paid for in full immediately.
- If the conference is sold out, spots cannot be added, but can be placed on a waiting list, on a first-come, first-serve basis.

WAITING LIST

If a conference is sold out, the Registration Office will begin a waiting list. Spots/Groups will be added on a first-come, first-serve basis.

- All requests to be added must be in writing via email.
- Should spots become available, the Conference Office will contact anyone who is on the waitlist. If no confirmation is received within the time given, available spots will be offered to another group.
- The waiting list is not likely to move until mid-May, if at all. It is possible that spots will not become available again.

