



Texas Chief Deputies Association

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I. Purpose

The purpose of this policy is to govern the acceptance and refund of fees collected relating to the attendance of conference and programs offered by the Texas Chief Deputies Association (TCDA).

II. Effective Date: (January 13, 2026)

III. Registration Fees for Conferences

Registration fees will be set by the Board of Directors annually in advance of conferences based upon the projected expenses for instructors, classrooms, food and beverage, and other components.

IV. Registration

a. On-Site Registration

On-site registration for any conference or program can be completed at the venue during advertised on-site registration hours by completing a registration and providing check, or cash for the Late Registration amount.

b. Complimentary Registration

- i. The TCDA will waive the program fee for the Annual Training Conference for any Honorably Retired Chief Deputies.
- ii. The TCDA will waive the program fee for the Annual Training Conference for all Past Presidents of the Association.

c. Exhibit Hall Pass Registration

This fee allows a non-member to enter the exhibit hall for the day on which it was issued. The day pass rate will be set by the Board annually.

V. Refunds

- a. A 50% refund of fees paid will be authorized when a written request for refund of conference or program fees is submitted at least 45 working days prior to the scheduled start of the program.

- b. No refund will be given for participants that cancel less than 45 working days prior to the start of the program. Any registered participant that does not attend the program and provides no advance written notice of cancellation will be charged the full registration fee.
- c. Substitutions may be made prior to the first day of the program for persons that are unable to attend. Advance notice is requested.

The Executive Director may make exceptions to the refund policy in the event of a documented emergency that prevents the participant from attending as scheduled.