

Health Care Education Association Fees, Payment, and Refund Policy

Membership dues and fees associated with the Academy of Health Care Education Professionals are non-refundable and subject to change without notice.

Fee Schedule

HCEA General Membership	To join or maintain annual membership in the Health Care Education Association	\$95
HCEA Special Interest Group (SIG) Membership	To join or maintain membership in a Special Interest Group such as PIPE or FHERN, also requires an active HCEA membership	\$35
HCEA Student Membership	Available to students of all disciplines, working on an associates, bachelors or masters degree.	\$45
HCEA Patron Member	Join HCEA as a patron member and be a special friend of HCEA.	\$250
HCEA Fellowship Application Fee	To apply for designation as a Fellow in the Academy of Health Care Education Professionals.	\$100
HCEA Fellowship Renewal Fee	Required to maintain active membership in the Academy, along with an active HCEA membership.	\$35
Platinum Corporate Member	Support HCEA as a Corporate member to receive special benefits.	\$2500
Gold Corporate Member	Support HCEA as a Corporate member to receive special benefits.	\$1500
Silver Corporate Member	Support HCEA as a Corporate member to receive special benefits.	\$1000
Bronze Corporate Member	Support HCEA as a Corporate member to receive special benefits.	\$500
Conference Fees*	For attendance, sponsorship, vendors, etc. will be listed in the conference brochure.	Vary*

PAYMENT METHODS

Credit Card

We accept the following: VISA, MasterCard, American Express, Diner's Club

We do not accept Wire Transfers.

Money Orders, Bank Drafts, Personal/Certified/Cashier/Company Checks

These payments must be drawn on a US bank and made Payable in US Dollars to HCEA.

Please do not send in cash. Members' names and telephone numbers (including area code) must appear on all payments made by money order, bank draft, certified/cashier's check or company check. Checks and money orders received without proper candidate identification may be returned or unprocessed.

Refund Policy

Dues: All dues paid to the Health Care Education Association shall become the property of the Association. No portion of the dues paid by any member shall be refundable because membership is terminated for any reason. Any funds or property that may be donated to further the work or programs of the Association shall become the property of the Association.

Conference Registration: Requests for refunds of fees associated with a conference registration must be made more than 60 days prior to start of the event. A \$100 processing fee will be charged to all cancellations. Within 60 days of event, no money will be refunded.

Initial request may be made via phone to HCEA and must be followed up in writing within 7 days via regular mail or email. See conference brochure for more details.

Health Care Education Association
2424 American Lane
Madison, WI 53704-3102

Phone number: 1-608-441-1054
Fax number: 608-443-2474
Email - **HCEAadmin@hcea-info.org**

Conference refund requests must include:

- Member's full name as it appears on the conference form.
- Home and e-mail address.
- Reason(s) for refund.

If the refund is to be made payable to an organization, please include the organization's name and tax identification number (if based in USA). All refunds will be made via check.

Questions about this policy and refund requests should be directed to the following address:

Health Care Education Association

2424 American Lane
Madison, WI 53704-3102
USA

Phone number: 1-608-441-1054
Fax number: 608-443-2474
Email - **HCEAdmin@hcea-info.org**

HCEA reserves the right to make changes to this policy and will post any changes made here.

Written by: Finance Committee 5.10