

Purchase Orders and Refund Policy

Are you paying with a P.O?

- Please make sure that your business office has our W-9 paperwork. If you have never submitted a P.O, contact aaea.treasurer@gmail.com.
- Contact Emily Dobson, aaea.treasurer@gmail.com, by November 1st, so she is aware that you are paying through a P.O. If you do not contact by our due date, AAEA will assume you are paying for the conference yourself and will bill you. If a payment has not been reached by November 14th, the registration will be deleted, as AAEA cannot shoulder this additional cost.
- Print your receipt and hand it to your business manager for proof of registration. Make sure that the business manager adds your name and/ or other co-workers to the P.O. Often times, your district and your school organization names are extremely different and it slows down invoicing.
- The mailing address for P.O payments is AAEA, % Emily Dobson, Treasurer, 9063 E. Bellevue St., Tucson AZ, 85715

Refund Policy

Cancellation refund policy: Registrations cancelled on or before October 27th, 2017 are subject to a 50% cancellation fee. After October 27th, no refunds will be provided. *Exceptions may be made for emergency situations only. The AAEA board will review written submissions to determine a 50% discount.

Thank you and AAEA appreciates your assistance with making this conference the best yet!