

AMCTO 2022 MUNICIPAL ELECTIONS TRAINING PROGRAM – TRANSFER & REFUND

POLICY LAST UPDATED: January 10, 2022

For those registered prior to 2022, please note that the same Fall terms and conditions apply (no refunds or transfers to be issued beyond September 10, 2021).

a. Individual key registration refunds & transfers

- i. Within 30 days prior to February 10th, individuals will receive a refund of 50% of their registration fees.
- ii. Individuals may transfer a registration key prior to February 10, 2022, 8:00am to someone within their municipality.

b. Multiple key registration refunds & transfers

- i. Refunds will only be issued for all keys included in the registrations (3 or 5), not individually.
- ii. Within 30 days prior to February 10th, a refund of 50% of registration fees will be issued.
- iii. A registration key within the grouping may be transferred to another individual, within the same municipality, prior to February 10, 2022, 8:00am.

c. No refunds or transfers will be issued beyond February 10, 2022, 8:00am

- i. Transfers will only be granted to a municipality beyond this date if the municipality has paid for an individual's training and said individual is no longer employed by the same municipality (to be issued on a case-by-case basis).

d. Registrations from individuals working for private, for-profit companies (i.e. election vendors) will not be permitted.

- i. To maintain the integrity of the program that has been developed for and by Ontario municipal professionals and municipal election administrators, registration is restricted to only those who are currently employed by a municipality, government agency or not-for-profit/not-for-profit association.
- ii. Due to the peer-driven nature of this program, the content of all program materials, virtual chat forums and live sessions is intended to be used only for the purposes of professional development, municipal election planning and administration. Individuals and organizations are not permitted to market or sell any kind of product or service without the explicit consent of AMCTO in the form a signed, written agreement.
- iii. All program content has been developed by AMCTO, its consultant and election working group members and is not to be shared externally without the written approval and consent of AMCTO.
- iii. Individual and group registrations will be reviewed and processed on a case-by-case basis.

Disclaimer: “This personal information, which you may provide to us, is used only for internal purposes to process your registration fee payment and to contact you or to distribute AMCTO-related materials to you, in the event that you have identified this personal contact information as your preferred means of contact.”

Access to the full training program within AMCTO Connect will open on Monday, January 10th, 2022.

Questions? Contact Manjit Badh at mbadh@amcto.com.