

Payments

- All prices are per person.
- All registrations must be completed online.
- The option to pay by check ends on March 1, 2020 (allow adequate time for check processing by your facility).
- Beginning March 2, 2019, all registrations must be paid online with a credit card.
- There are no paper registration forms. Simply use a credit card or select “check” as your payment method on the online form.
- **If you are paying by check, payment MUST be received within 14 days of registration. Otherwise your registration will be subject to cancellation or an increase in registration fee.**
- Incomplete registration will not be saved in the system. To finalize your registration, payment must be completed.
- If paying by check, make payable to “New York University” and mail payment with facility name and list of attendees you are paying for to:
 - NICHE Conference
 - NYU Meyers College of Nursing
 - ATTN: Joanna Melendez
 - 380 Second Avenue, Suite 306
 - New York, NY 10010
- Returned checks are subject to a \$50 cancellation fee
- Purchase orders and invoice requests are not accepted.
- No payment will be accepted on-site
- Your registration will be confirmed by e-mail. If you do not receive your confirmation or you need a replacement copy, please contact us at conference@nicheprogram.org.

Member Discount

- Members registering five (5) or more persons using the group registration option are eligible to receive a 20% group discount. To learn more, please send an email to conference@nicheprogram.org with the subject line "Member Discount".
- Paid registrations that are under the member discount, are not eligible for a refund.
- Member discount attendee slots are transferable.

Cancellations and Refunds

- Full conference cancellations received by Dec. 31, 2019 receive a full refund less the administrative fee (\$125).
- No refunds will be made for cancellations received on or after Jan. 1, 2020.
- Registrations made under the member discount are not eligible for a refund.
- To cancel your registration, you must send an email to finance@nicheprogram.org with the subject line "Cancellation of Conference Registration"; include the confirmation number(s) of your registration(s) in the body of the email to ensure proper handling.
- Cancellations are not accepted by phone.
- Refund payment online: If your payment was made online, the credit card on file will be credited the eligible refund amount within 48 hours of your cancellation request.
- Refund payment NICHE member: If you are employed by a NICHE member facility and your registration was paid for via an employer check, the eligible refund amount will be credited to your facility's next annual membership fee invoice.
- Refund payment person check/non-member facility: If your registration was paid for by a personal check or if your employer is not a member facility, the eligible refund amount will be paid via check. Please allow six weeks to eight weeks for processing.