

Refund and Penalties





Refund Deadline

**December 10TH, 2018
for All Conferences**

- Refunds are subject to a 10% processing fee before the indicated dates.
- Refund requests must be submitted prior to the posted deadline to accounting@montessori-mun.org with the electronic payment receipt (email receipt) or the last 4 digits of the card used to process the payment transaction(s) along with names of school and participant(s) whose registration(s) need to be canceled.
- After these dates, NO refunds are possible.

Please note:

We are required to pay the hotel for the rooms even if they remain empty.

PENALTIES	CURRENCIES USD / EUROS	
 <p>Liability / Late Registration Fee</p>	<p>150 USD or €150 depending upon conference</p>	<ul style="list-style-type: none"> • Late registrations are subject to a 150 USD (for the US Conferences) supplemental fee per participant. It is €150 for Rome Conference. • MMUN incurs additional costs for logistics defined later than the step 2 deadline.
 <p>Land Grab Fees</p>	<p>If your delegation size is reduced by more than 25%, you will be charged a “land grab fee” for each dropped delegate (i.e. 50 USD or €50 per delegate).</p>	<ul style="list-style-type: none"> • Please note that we had several incidents of schools overestimating their delegation size in 2018 only to release space later on after other schools had been turned away for lack of availability.

Note About Closing Ceremony & UN Participation

CORRECT NAMES

- Please ensure that the formal full name of each participant is specified (as written on legal documentation).
- This information is used to generate both the name badges for the conference as well as the security clearance for the UN (New York City Conference) and for the FAO/WFP (for Rome Conference).
- All names are submitted at the conference registration deadline (see individual conference information page for exact dates).
- Name changes that are received after this date will not affect conference attendance (swap of participant); however, the participant will be unable to attend the UN or FAO/WFP (if applicable depending on conference).

UN AVAILABILITY

- The UN is an organization in constant operation and therefore use of the UN GA Hall cannot be guaranteed.

SELECTING THE APPROPRIATE DELEGATION DESIGNATES WHICH CLOSING CEREMONY THE CHAPERONE WILL ATTEND

- Chaperones and observers need to be assigned to either the Middle School or Upper Elementary and will only be allowed to attend one Closing Ceremony.
- If a Chaperone or Teacher has to oversee delegates in both sessions, they must submit two UN/FAO Ground Pass requests. This exception will have to be evaluated in advance by MMUN with the UN security. Please write to info@montessori-mun.org if would like to request an exception. MMUN can not guarantee acceptance of any exceptions but will attempt to satisfy extenuating circumstances in compliance with the UN security conditions.

CLOSING SCHEDULE

- Schedule of the Closing Ceremony at the UN or FAO is highly variable and subject to last minute changes. The schedule will be finalized by the UN security mid-conference and published for MMUN participants at that time. Changes may still occur onsite at the UN based upon security traffic and UN GA usage. For this reason, we strongly recommend that you commute to the UN using only our bus service and to ensure that you arrive on time and are able to be escorted through security with our group.