

2021 NESA Events Payment Directions

Make an Online Payment:

This module allows for the applicant to make a credit or debit card payment toward an event for which they have been selected. Only **VISA** and **MasterCard** are accepted.

An invoice is available, to the applicant, per event that they have been slotted for, plus invoices for promotional items ordered (one promotional item invoice is mandatory for all participants to cover the costs of t-shirts and hats). If the applicant has more than one invoice, he/she can choose which invoice to pay towards. The full amount for all invoices does not have to be paid at one sitting. This module is set up to allow multiple payments. Activity fees are due for NESA by the 1st of June; personnel enrolling and paying fees after this date are assumed to be attending. The rate paid for the event (Normal or Late) is based on when you pay your balance, not the date you are accepted; for example, if you are accepted in February, but wait to pay fees until June, you will pay the late rate.

The Project Officer must receive payment for orders for additional promotional items ordered by the 1st of June. Any orders received after the 1st of June may be cancelled, but limited items will be available on site for purchase. This is before late registration ends, but cannot be extended due to the lead time required for production.

VeriSign is the gateway we have selected to be the middleman between the payee and our bank. Once the applicant chooses the invoice and payment amount, the VeriSign secure payment screens will walk them through the completion of the payment. A valid email address is required for payment notification response.

Printable Payment Form:

A mail-in payment form is available online for the applicant to print if need be.

The mail-in payment form will handle check, money order, credit, or debit card payments. The applicant may opt out of using the online credit/debit payment screens and in that case this would be their other option. Only **VISA** and **MasterCard** are accepted.

Mail-in payments must still be received by the 1st of June.

NESA Refund & Cancellation Policy

Refunds will generally be based on when the member's request to cancel out of NESA is received and the reason. Cancellation requests must be made in writing **via email** to NESA-ADMIN@nesa.cap.gov; all cancellations will be acknowledged in writing once received.

Requests received by the 15th of March will receive a full refund, less a \$10 administrative fee.

Requests received from the 16th of March through the 19th of April will receive a refund of 75% of their fees.

Requests received from the 20th of April through the 1st of June will receive a refund of 50% of their fees.

No refunds will be possible after the 1st of June. Special cases for emergencies like a death in the family or hospitalization, or military deployment or service requirement changes will be considered on a case by case basis, but may still not receive a full refund.

Fees collected for cancellations are not transferrable, and cannot be carried forward to future NESA events, classes or years.

Personnel can pay their fees in advance of receiving wing approval to attend. Personnel that are disapproved by their wing, making them ineligible to attend, will receive a full refund.

Should a wing revoke its approval for a member to attend after a member has been accepted and paid his or her fees, the wing may be responsible for reimbursing members for fees paid or other non-refundable expenses paid.

It is not necessary to write multiple checks to pay for multiple courses or course fees separate from promotional items if you have any outstanding.

A fee of \$20 will be assessed for all bounced or returned checks.

All checks or money orders for class registration and promotional items must be made out to the Civil Air Patrol whether you are attending the Incident Command System School, the Mission Aircrew School, the Ground Search And Rescue School or serving on staff.