

**OZARK CHRISTIAN COLLEGE
TEEN EVENT REGISTRATION POLICIES
2024**

Important Deadlines & Dates

	EARLY REGISTRATION DEADLINE	EXTENDED REGISTRATION DEADLINE
GETAWAY 09/27/24 - 09/28/24	08/27/2024	9/20/2024
THE EVENT 11/01/24 - 11/02/24	10/01/2024	10/25/2024

EARLY REGISTRATION | \$25

Early registration ends exactly one month prior to the event. All registrations made on or before the early registration deadline will receive the early registration price (\$25). Attendees registered at the early registration tier will receive a free event t-shirt included in their registration.

EXTENDED REGISTRATION | \$35

Extended registration will be available for all registrations made after the early registration deadline. Any groups who registered at the early rate seeking to add additional attendees after the early deadline will have these attendees added at the extended rate (\$35). Extended registration will be available until one day prior to the event. Attendees registered at the extended registration tier will not receive a t-shirt with their registration but may purchase shirts at the event as supplies last.

REGISTRATION POLICIES

OCC requires that all students and sponsors be registered as an attendee with one primary contact (youth leader/minister) and an accurate number of attendees. The primary registration contact will provide their (email, phone number, and church name) along with total number of attendees in their group. OCC does not require individual names and information for each attendee. This will be received on the student and sponsor forms (see below).

All registration updates (addition, reduction, or complete cancellation) need to be communicated to our registration coordinator Destiny Smith at smith.destiny@occ.edu or 417.680.5608.

OCC currently offers a discount to churches attending an event for the first time. Use code: 1ST for one free attendee.

Deposit

A \$5 deposit is required for each attendee. This deposit is required at the time of registration. This deposit is transferable and refundable.

Full Payment

All balances must be paid in full upon arriving at registration check-in at the event. Failure to pay in full upon check-in will result in follow-up invoices and contact from our registration coordinator.

Refund Policy

All refunds will be processed upon the conclusion of the event from the OCC offices. Refunds will not be paid at the event. Refunds are handled on a case basis. Contact registration coordinator Destiny Smith at smith.destiny@occ.edu or 417.680.5608 for inquiries regarding refunds.

OCC reserves the right to review the handling of each group's registration following the event. If it is found that the group was charged too much or too little, the account will be updated, and an adjusted invoice/refund statement will be sent. Review of registration handling will be completed as quickly after the event concludes as possible but may take up to 30 days for the group to receive updated billing.

FORMS

Student Permission Form

OCC requires a filled Teen Event Permission Form for every student attending our events. Parents can fill out the ([electronic form](#) - Getaway '24), ([electronic form](#) - The Event '24) or can print and fill out the ([PDF form](#) - both) for the youth group to bring to registration.

Sponsor Form

OCC requires a completed Youth Event Sponsor Form for Campus Security. Sponsors can fill out the ([electronic form](#) - Getaway), ([electronic form](#) - The Event) or fill out the [PDF form](#) for the youth group to bring to registration.

**ALL ELECTRONIC FORMS CLOSE AT NOON THE DAY BEFORE EACH EVENT SO THAT OUR REGISTRATION TEAM CAN PROCESS WHAT HAS BEEN TURNED IN. Any student or sponsor without a filled electronic form will need to print the PDF version of the appropriate form, fill it out, and bring it with them to registration.*

Event Cancellation

In the rare instance that an event must be canceled (due to weather, pandemic, or any other cause) the following will apply:

- Registration fees already paid can be refunded.
- Registration fees not already collected will not be invoiced.