



FINANCIAL POLICIES

Registration

- Opens: **February 20, 2026**
- Closes: **March 9, 2026 at 5:59 PM CST**
- No late registration will be accepted. All chapters must be registered by the deadline.

Cancellations & Refunds

- **All cancellations must be submitted in writing and received by Texas TSA no later than March 9, 2026 at 5:59 PM CST.**
- Cancellation requests must be emailed to: **executive.director@texastsa.org**
- No refunds or cancellations will be accepted after this date.
- **Chapters cancelling after the deadline are required to pay the invoice in full, regardless of attendance.**

Refund Requests

- Refunds due to approved cancellation (prior to the deadline) or overpayment require submission of a Refund Request Form. Form may be found on the Texas TSA State Conference Event page.
- Forms must be emailed to: **executive.director@texastsa.org**
- Refunds will not be processed without the completed form.

Payments & Deadlines

- All payments and/or Purchase Orders (POs) must be received by **March 30, 2026**.
- A copy of the invoice must be included with ALL payments, regardless of payment method.



Purchase Orders (POs)

- POs may be emailed to: [***executive.director@texastsa.org***](mailto:executive.director@texastsa.org)
- Submission of a PO does not constitute payment. **POs must be paid in full by May 8, 2026.**
- Per Texas TSA Board Policy, any PO not paid within 30 days following the conclusion of the State Conference will incur a **\$100 late fee per month** until paid in full.

Credit Card / PayPal Payments

- Chapters paying via PayPal or credit card are responsible for the 4% PayPal service fee.
- Credit card must be selected as the payment option during registration.
- If payment is made through PayPal without the service fee, the chapter will be invoiced for the remaining balance.

ACH Payments

- Texas TSA **DOES NOT** accept ACH Payments.

Mailing Address

- Texas TSA uses a Payment Remit Address for mailed payments.
- The official Texas TSA address remains in Carthage, Texas; however, all payments must be mailed to the Texas TSA office in El Paso.
- This is not a new address, and no new W-9 will be issued.
- Texas TSA's Payment Remit Address is:

**Texas TSA
3605 Tierra Calida Drive
El Paso, TX. 79938**