The Intern Training Director is responsible for making final decisions concerning Intern Registrations, Registration Fees, Refunds, Financial Aid and non-Intern attendance at Intern Training Sessions and Field Trips. Registration Fees are designed to cover the costs of the Intern Training, State Curriculum Textbook, Chapter Dues, Name Badge and 2 t-Shirts.

These guidelines are documentation of past decisions and actions taken for Intern Training Classes. They do not cover all possible situations. They offer insight into the reasons for decisions.

**Intern Training Registration Fee Refunds:**

|  |  |  |
| --- | --- | --- |
| **Situation** | **Recommendation** | **Reasons for Decision** |
| Intern withdraws before 1st class. | Full Refund if book returned in good condition. | * Books usually not issued before 1st class. * No other purchases made for this student. |
| Intern withdraws at or during 1st class. | Full refund if book & Intern Name Tag returned in good condition. | * Books usually not issued before 1st class. * No significant investment in Intern Name Tag. * No other purchases made for this student. |
| Intern withdraws before end of 1st month of training. | 50% Refund if book and Intern Name Tag returned in good condition. | * Book is ~half of registration fee. * TMN-COT membership already activated. * Criminal background check already conducted. |
| Intern withdraws after 1st month of training. | No refund. Intern keeps book.  Allowed to return to finish classes within 12 months since start of initial classes. | * TMN-COT membership already activated. * Criminal background check already conducted. |

**Fees for Past Interns that Did Not Complete the Intern Training Program:**

|  |  |  |
| --- | --- | --- |
| **Situation** | **Recommendation** | **Reasons for Decision** |
| Person returns to program after 12 months from initial class. | Deduct cost of book from Registration Fee if person still has current copy of book.  Must pay membership dues for this year. | * Book is half of registration fee. * New Criminal Background test must be conducted. * TMN-COT membership dues must be paid. |

**Return of Inactive or Transferred Texas Master Naturalists:**

| **Situation** | **Recommendation** | **Reasons for Decision** |
| --- | --- | --- |
| Person is a Texas Master Naturalist. Has not been active for >1 year. | Not required to repeat Intern Training.  No registration fee.  Must pay membership dues for this year. | * May attend any or all of Intern Training classes with permission from Intern Training Director. * Attendance may depend on Intern enrollment numbers. |
| Person is a Texas Master Naturalist. Transferred from another Chapter with different habitats. | Not required to repeat Intern Training.  No registration fee.  Must pay membership dues, if not current. | * Encouraged to attend any Intern Training Classes and Field Trips concerning new habitats. * May attend Intern Training classes with permission from Intern Training Director. * Attendance may depend on Intern enrollment numbers. |

**Financial Assistance:**

|  |  |  |
| --- | --- | --- |
| **Situation** | **Recommendation** | **Reasons for Decision** |
| Prospective Intern requests Financial Assistance to cover the Registration Fee. | Scholarships and Financial Assistance should be addressed during annual budgeting.  Items to consider include:   * the person’s dedication to the program mission * financial need * likelihood of completing the program * desire to volunteer | * Partial scholarships are preferred. * Partial scholarships give the Intern a financial incentive to complete the program. * Financial Aid may be used to increase public access and diversity of the TMN program. * No refund of Intern’s Scholarship will be considered. * Any refund of Intern’s portion of the Registration Fee will follow Refund Guidelines. |