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.
 |