



Koninklijke Nederlandse Pharmaceutische Studenten Vereniging

October 2018

Attendance Policy of the K.N.P.S.V.

1. Registration for an activity
 - a. Registration for an activity is possible via the registration form. The application form can be found on the website of the K.N.P.S.V., via social media and via the member mail.
 - b. Registration for an activity is binding.
 - c. The deregistration period for the activity is stated on the registration form.
2. Cancellation of a registration regarding a activity
 - a. Cancellation of an activity must take place within the given deregistration period
 - b. You must state a valid reason for cancelling your registration outside of the given cancelation period.
 - c. Unsubscribing for an activity must be communicated in writing to the board of the K.N.P.S.V.
 - d. The board assesses whether the stated reason is valid.
3. Attendance Policy Violators List
 - a. The first time a member does not meet the conditions as mentioned under point 2, the member receives a warning email from the board. If the member then follows adheres to the set registration period, there will be no consequences. The warning will be valid for two years.
 - b. A member who violates the conditions as mentioned under point 2 for a second time during their membership at the K.N.P.S.V. will be placed on the Attendance Policy Violators List. Members on this list will be placed at the bottom of the registration or waiting list. Thus, when an activity participation list has reached its maximum capacity, the member will not be able to participate in the activity.
 - c. After a third violations of the mentioned conditions the member will remain on the Attendance Policy Violators List until the member registers for two activities, does not cancel their registration and has met the required conditions.
 - d. The Attendance Policy Violators List is kept up by the board.
4. Payment
 - a. When a member does not comply with the conditions set out in point 2, the participant contribution is charged to the member.
 - b. If the board decides a member has a valid reason for the cancelation of their subscription, a participants contribution of €15,- or below this amount will be remitted. For a participation contribution above €15,- the treasurer of the board will decide if the member has to pay or **if** the costs will be remitted.
 - c. When a member finds a replacement for the activity, the participation contribution will only be charged to the replacement.
5. Removal from the Attendance Policy Violators List
 - a. After 2 years on the Attendance Policy Violators List, the member will be removed from the list if the member does not register for a next activity in this time period.
 - b. The member will be removed from the list if the member registers for an activity, does not deregister and has paid arrears.

In the event of overdue payments or undesirable behavior, a member can also be placed on the Attendance Policy Violators List. This is done according to the interpretation of the board. If the member does not agree with de decision of the board, the member can consult the Regulations Committee.