

### WHEN AND WHERE ARE THE HOBY SEMINARS?

Seminars take place annually between April and June. Please log in to the online registration system at HOBY.org with your school ID and password to find your specific seminar date, location, and local contact. Depending on the state, there may be an in-person, virtual or hybrid seminar being held in 2022. Your site will be confirming location information and any changes in a seminar format prior to the seminar. Please reach out to your local site contact for additional questions.

### BY WHEN DO I NEED TO REGISTER?

As soon as possible since space is limited. After the guaranteed acceptance date of December 10, 2021, registrations are accepted on a space-available basis. After December 10th, registration will remain open until the seminar is at full capacity.

### WHAT IF I FORGET MY HOBY SCHOOL ID AND PASSWORD?

Your school ID and password are included in the email containing your Registration Kit. If you no longer have this information, please email [registration@HOBY.org](mailto:registration@HOBY.org) with the subject line "School ID Request" and the following information:

- High school name
- School's complete mailing address with city, state & zip
- School contact's name
- School contact's phone number and email

Your HOBY school ID and password will be emailed to you. Please secure the confidentiality of the school ID and password, as only school administrators should have access.

### WHAT IF THE STUDENT I SELECTED CAN NO LONGER ATTEND THE SEMINAR?

No problem! Your selected alternate student can easily replace the primary student and payment will automatically be transferred. Simply log back in to the online system and follow the instructions to replace the primary student with the alternate. If an alternate student was not initially selected and submitted online, you may enter your alternate student's information, and then replace your primary HOBY Ambassador by following the instructions online.

### WHO PAYS THE REGISTRATION COST?

The registration cost may be paid by anyone (including the school, community organizations, PTOs, sponsors, or parents) and may be split between two or more entities. Payment can also be made in installments.

### DO I HAVE TO PAY THE REGISTRATION COST AT THE TIME I REGISTER MY STUDENT?

No. You may pay the registration cost at a later time. When ready to pay, simply log back in with your school ID and password and complete the payment process. Please note that a student is not officially accepted into the program until the registration fee is received and processed.

### CAN I USE A PURCHASE ORDER?

Purchase orders are not accepted as payment but may be submitted if required by a school's finance/accounting department. Enter your purchase order number in the online registration system, and then print and provide the invoice to your school for payment. Please email purchase orders to our office if a signature is required.

### WHAT IS THE REFUND POLICY?

No refunds will be issued, so please select alternate students in case your primary student is unable to attend.

### WHAT HAPPENS AFTER A STUDENT IS REGISTERED & PAID?

Once payment is processed, your student will receive an email confirmation stating they have been officially accepted into the program. Four to six weeks prior to the seminar, your HOBY Ambassador will be sent detailed information about the seminar and additional forms to complete. If information is not received within this time frame, please log into our online registration system for your local HOBY contact information.

### WHAT WILL BE THE DELIVERY METHOD OF THE SEMINAR?

We are planning for in-person experiences, although hybrid and virtual experiences may exist depending on location.