

Event Registration Policy

Purpose

As HHUS has been experiencing problems with members who register to events and then do not show up and the economic consequences this results in, we have a registration policy.

Registration

For all free events the registration should be done in such a way that it is possible to keep track of the members identification. This is done to be able to apply the guidelines in this document and to make sure all attendants have kårleg. It is recommended for the registration policy to be included in the event description and a time frame for the latest cancellation to be included in the event information.

The registration policy does not apply in the case the registration rules stated in the event description differ from the policy, as for example for events where payment is Mandatory.

Consequences of breaking the rules

When a member registers for all events hosted by HHUS the member has to approve that a cancellation of their registration must be done at the latest at the time stated in the event. If the member fails to do so they will be given a mark, at 2 marks the member will be suspended from participation in any HHUS events that require registration beforehand. Marks last during one school year and a suspension lasts for 4 months. When a member is given a mark or suspension, they will be informed via email by the Vice Head of the implicated committee. The personal information about members should be handled with care according to law and regulations. Personal information should be removed after one year from the date a member gets a mark.

Responsibility

The vice president is responsible for updating the policy and to keep a register of members currently having a mark. Questions or information about marks should be e-mailed to vice.president@hhus.se