Registration Timeline

Date	Registration Event
November 1	• Early-bird discounted registration opens. • CCV application process opens. • Scholarship applications open.
February 1	• Registration rate increases to regular registration rate.
March 1	• CCV application process closes. • Scholarship applications are due.
March 15	• CCVs notified regarding acceptance.
April 30	• Final balances due (including day before/after and private rooms). • All cancellations must be made by this date, or groups will be responsible for the full registration fee. • Last day to receive a refund for a canceled registration.
May 1	• Registrations made or paid on or after this date are considered late and will be charged an additional late fee. ($50.00/person) • All substitutions made on or after this date will incur a change fee ($50.00) • No refunds given on or after this date. • Deadline to request roommates. • All t-shirt sizes must be up to date. • Deadline to register to stay the night before or the night after the conference. • Deadline to request a private room.
June 1	• Registration for all conference sites CLOSES. • Waitlist procedure changes (if applicable).

Pre-registration Instructions

Pre-Registration Steps

- Distribute individual registration forms to all youth and adults attending the conference with your group.
- Set a date when completed individual registration forms and deposits must be returned to the group leader. Each registrant must complete a registration form and have it signed by a parent (if applicable), the group

leader, and your church's pastor. Enter this information online to register your group and keep the completed form for your records. This form will also permit minors to travel with the group out of state to attend a Higher Things conference. *The completed forms do NOT get turned into Higher Things.*

- DO NOT mail forms to Higher Things. You must register all members of your group online.

Regarding Deposits & Balances

Non-refundable deposits of $150.00 per person must be made to ensure your group's admission to a conference should it reach capacity. In other words, if the maximum number of people begin the registration process for a given conference, those who have paid deposits will be given priority over those who have not yet paid the deposit, regardless of the date they started the process. Non-refundable deposits will only be refunded for a cancellation if there is an active waitlist for that conference at the time of the cancellation.

Per-person rates are determined by the date your group's registration fees are paid in full. Checks mailed to Higher Things will be processed according to the postmark date. Unpaid balances and new registrations on or after May 1 will be charged an additional late fee of $50.00/person. An additional fee of $50.00 will apply for substitutions made on or after May 1. All payments must be made in U.S. dollars.

Group Leader Checklist

Registration

❏ I understand the registration deadlines and fees below:

- Non-refundable deposits of $150 per person must be made to ensure your group's registration at a conference should it reach capacity.
- The per-person registration fees are based on the date your group's registration fees are paid in full.
- Partial payments (including non-refundable deposits) do not "lock in" your registration rates.
- All payments must be made in U.S. dollars.
- Refunds are not given for cancellations (including no-shows at conference check-in).
- A $50 fee applies to any and all substitutions made on or after May 1, 2027.
- As of May 1, 2027, new and unpaid registrations will be considered late and will incur an additional late fee of $50/person.
- The registration system states that final payment of registration fees is due after the conference season is completed. *This is not the case; it is a product of the system's retention of your credit card information.* You must be paid in full by April 30, 2027, or you will incur a late fee of $50/person.
- All payments are due absolutely no later than the start of the conference.

❏ I have received individual registration forms for each person in my group with all the appropriate signatures. Each individual also has a unique email address.

- ❏ I have noted any registrants' special needs, medical conditions, and/or disabilities, particularly those that will affect housing assignments or dietary requirements (not dietary preferences), while at the conference.
- ❏ I understand that I, as the group leader, will serve as the primary contact between Higher Things conference staff and my group, and I am responsible for sharing information with the individual registrants of my group and their parents/guardians.

Housing

- ❏ I have read and understand the Higher Things Events and Housing Policies.
- ❏ I understand that requested private rooms will incur a charge of $50/night per room and that a private room does not guarantee the use of a private bathroom.
- ❏ I understand that my group may stay on campus for an additional day before and/or after the conference for an additional charge of $50/person/night (housing only).
- ❏ I understand and have explained to all youth and adult registrants in my group that if our group does not fill a room or suite to capacity, a registrant from another group (of the same sex and age category) may be assigned to share that room and/or suite.

Chaperones

- ❏ I have recruited the appropriate number of chaperones for my group.
    - One (1) male chaperone for every seven (7) boys and one (1) female chaperone for every seven (7) girls in your group. They are (or will be) at least 21 years of age at the time of the conference.
    - If you cannot recruit the necessary number of chaperones for your youth to attend a conference, we can assist you in finding other groups from your area who might be willing to share their chaperones with your group.
- ❏ I understand that Higher Things does not provide chaperones during the conference and that I, with the other chaperones in my group, am responsible for my group's conduct and supervision during the conference. My group's chaperones are aware of their responsibilities to the youth of our group.
- ❏ I have made plans and budgeted funds to complete necessary background checks and any other requirements for chaperones in my group to attend the conference.