

Team Substitution Policy

Region 8: 2009-2010

Team members may be substituted if specified in advance. The final substitution date for RLC is December 11, 2009 and the following guidelines apply:

- The dropped student cannot compete in any contest at RLC.
- The added student must be a previously registered competitor.
- The added student cannot compete in more than two (2) scheduled events, with only one being a team event.

Individual Substitution Policy

If an advisor wishes to make a change in a student's registration after the initial registration deadline, they may do so by paying the appropriate late fee of \$100. NO changes or substitutions will be allowed after December 20, 2009.

Non-Repeating Events

Students are not allowed to repeat the following events:

- Basic Office Systems & Procedures
- Fundamental Accounting
- Fundamental Spreadsheet Applications
- Fundamental Word Processing Skills
- Interview Skills
- Keyboarding Production