



ASSOCIATION  
of CHRISTIAN  
LIBRARIANS®

### **ACL Conference Refund Policy**

Refund Policy: All ACL Conference cancellations and requests for refunds must be made in writing as indicated below. Letters and/or an e-mail to the Conference Registrar should be received no later than 30 days prior to the first day of the conference {May 12, 2017} to receive a full refund of the conference payments (minus an administrative fee of \$50.00) with the exception of emergency situations. Telephone requests will not be honored. Refund requests postmarked fewer than 30 days prior to the start of the Conference will receive a 50% registration fee refund. Requests for refunds received after the first day of the Conference will not be considered. ACL is not able to refund Pre-Conference workshop(s). Refunds will be sent within six weeks after the conference has concluded.

In the case of overpayment of conference fees, overpayments over \$10 will be refunded to the conference registrant upon confirmation by the Conference Registrar. However, if the overpayment amount is \$10 or less, a refund will not be issued and this amount will be donated to FACL. Requests for refunds received later than July 1 will not be honored.

Emergency Illness or Death of Registrant or Immediate Family Member: Attendees who are unable to attend the Conference due to a family death, illness, or other extraordinary circumstances must contact the ACL Conference Registrar by letter or e-mail no later than 30 days after the first day of the Conference to receive a 50% refund.

Substitution Policy: After the Conference registration deadline a registrant may request the privilege of sending a substitute in their place for a \$50 administrative fee.

Returned Check Policy: Remittance must be made in U.S. Dollars. A fee in the amount double the amount ACL is charged by the financial institution, plus the original amount of the check will be assessed for a check with insufficient funds. This fee must be paid by money order.

All refund requests should be made in writing and sent to:

Conference Registrar  
Association of Christian Librarians  
P.O. BOX 4  
Cedarville, OH 45314

Or by electronic mail: [confreg@acl.org](mailto:confreg@acl.org)