2020 ACL Conference Refund Policy

In order to serve our members well amid uncertainties regarding COVID-19, an amended Refund Policy has been established for the 2020 Annual Conference. Unless otherwise announced, the 2020 Conference will take place as planned. However, in the event the Conference is cancelled, a full refund will automatically be issued to all registrants.

Refund Policy: All other ACL Conference cancellations and requests for refunds must be made in writing as indicated below. Written correspondence with the Conference Registrar must be received no later than 30 days prior to the first day of the conference {May 8, 2020} to receive a full refund of the conference payment. Telephone requests will not be honored. Refund requests received less 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. 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 must be made in writing and sent to:
Conference Registrar
Association of Christian Librarians
P.O. BOX 4
Cedarville, OH 45314

Or by email: confreg@acl.org