



2025 ACL Conference Refund Policy

The 2025 ACL Annual Conference will be June 1-4, at Northwest Nazarene University in Nampa, Idaho.

Substitution Policy:

- After the in-person conference registration deadline (April 30, 2025), a registrant may request to send a substitute in their place by email to the Conference Registrar.
- A \$50 administrative fee will apply to all substitution requests.

Refund Policy:

- All ACL Conference registration cancellations and requests for refunds must be made in writing as indicated below. Telephone requests will not be honored.
- **Before April 30, 2025**
To receive a refund of the conference registration fee, minus a 15% administrative fee and any potential credit card fees, submit a written request to the Conference Registrar (confreg@acl.org) your desire to cancel no later than 30 days prior to the first day of the conference (May 1, 2025).
- **Between April 30 - June 1, 2025**
Refund requests submitted fewer than 30 days prior to the start of the Conference will receive a 50% registration fee refund minus any potential credit card fees. All refund requests must be submitted in writing to the Conference Registrar.
- **June 1, 2025 or after**
Requests for refunds received after the first day of the Conference will not be considered except in the emergency situations defined below. Refunds will be sent within six weeks after the conference has concluded.
- **After July 1**
Requests for refunds received later than July 1 will not be honored.

Emergency Situations

- **Death of Registrant or Immediate Family Member:** Attendees who are unable to attend the Conference due to the death of an immediate family member must contact the ACL Conference Registrar in writing no later than 30 days after the first day of the Conference to receive a full refund minus a 15% administrative fee and any potential credit card fees.

- ***Sudden Illness or Extenuating Circumstance:*** Attendees who are unable to attend the Conference due to a sudden illness or extenuating circumstance must contact the ACL Conference Registrar in writing no later than 30 days after the first day of the Conference. The registrant will be refunded \$100; the remaining registration balance will go towards committed costs for food, lodging, linens, etc.

Overpayment Policy:

- In the case of overpayment of conference fees, overpayments over \$10 will be refunded to the conference registrant after verification by the Conference Registrar.
- If the overpayment amount is \$10 or less, a refund will not be issued and the funds will be donated to the Association.

Returned Check Policy:

- Remittance must be made in U.S. Dollars.
- A fee of twice the amount charged to ACL 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 email: confreg@acl.org