



**INTERNATIONAL  
ACAC 2019**  
**LONDON, CANADA** 



## **2019 International ACAC Conference Cancellation & Transfer Policies**

### Cancellation Policies

- All registration fees must be paid in full by June 15.
- Cancellations before June 1 will incur a \$50 USD cancellation fee.
- Cancellations between June 1 and June 15 will incur a \$100 USD cancellation fee.
- No refunds after June 15.
- On-Campus Housing - A notice of cancellation must be received by July 2. Please send your cancellation notice via email to [conference.services@uwo.ca](mailto:conference.services@uwo.ca). There is an administrative charge to process a cancellation of \$30.00 (CAD) plus HST. Western University regrets that refunds cannot be offered after the notice of cancellation deadline. No Shows forfeit their monies.

### Transfer Policies

- We are happy to assist with conference registration transfers when necessary.
- To transfer registration, the transfer recipient must be an International ACAC member.
- Transfer of conference registration after June 1 will incur a \$50 USD fee.
- The deadline to complete transfers is June 23.
- *\*Note that housing change requests must be directed to [conference.services@uwo.ca](mailto:conference.services@uwo.ca).*

**Questions or concerns regarding these policies can be emailed to [admin@internationalacac.org](mailto:admin@internationalacac.org).**