



**INTERNATIONAL
ACAC 2024**
WESTERN UNIVERSITY

2024 Conference Cancellation & Transfer Policies

Payment

- All conference fees must be paid in full by June 26, 2024.
- Registration rate is determined by date of registration.
 - Early Bird Registration: March 13 - April 17
 - Standard Registration: April 18 - June 3
 - Late Registration: June 4 - June 26
- For wire transfers and check payments, payment date is determined by date of receipt.

Cancellation & Refunds

- The deadline to cancel and receive a refund for conference registration is June 26, 2024.
- Cancellation must be sent by email to Admin@InternationalACAC.org by midnight U.S. Eastern Time (GMT-5) on the deadline date.
- Full refunds are for the amount paid minus \$5 USD transaction fee and any additional fees incurred by our bank process.
- Refunds will be processed in the same format that the payment was made.
 - Credit card refunds will be returned directly to the card.
 - Wire transfer refunds will be sent through our bank and will require the submission of the Payment Information Form.
 - Check refunds will be made via check or wire transfer, if requested.
- The deadline to cancel and receive a refund for on-campus housing is June 26, 2024, and must be sent by email to conference.services@uwo.ca. If you cancel after this date, you forfeit the fees paid and will not receive a refund or credit.

Registration Transfers

- Registration transfer requests are accepted through June 15, 2024.
- Requests to transfer must be submitted by email to Admin@InternationalACAC.org by midnight U.S. Eastern Time (GMT-5) on the deadline date.
- The transfer must be to an active member of International ACAC.
- The transfer must be between two members of the same institution.
- Conference registration can be transferred one time only.