

# Academy of Continuing Legal Education

## Policies on Registrations, Payments, Refunds, and Cancellations

Economic circumstances have made it necessary, for the first time in 2009, for the Academy to establish a formal policy for Registrations, Payments, Cancellations and Refunds.

**Registrations.** A Registration will be processed when the Academy receives both a completed Registration form and a payment. The Academy does not have a credit card facility. Payment should be made by check or government warrant. It minimizes the likelihood of error if both the check and the completed Registration form arrive in the same envelope. In circumstances where a payment is issued from a separate governmental office, as an Auditor's warrant for registration of an employee of a Board of Elections, so as to make it difficult to send both the payment and the Registration in the same envelope, the completed Registration form may be emailed, in .pdf or .tif format, to AcademyofCLE@aol.com and the Registration will be processed when both the Registration and the payment are received by the Academy. Late charges will apply if both the payment and the Registration are not received by the seventh day before the program for which the attendee is registering.

**Payments.** Payments should be by check or warrant payable to "Academy of Continuing Legal Education". Payments should be postal mailed to the Academy at 367 North Cleveland Avenue, Mogadore, OH 44260-2101. Ordinary mail has been fully satisfactory in the past. If a registrant is pressed for time, U. S. Postal Priority Mail is preferred over private delivery systems. The opportunity for errors is minimized if the payment is accompanied by the completed Registration form. The "late registration" price is applied when either the payment or the Registration is received by the Academy later than seven days before the beginning of the program. The basis for the late registration charge is the cost of printing and assembling the materials to be distributed at the program. The Academy attempts to have an adequate number of materials sets prepared a week in advance. Late registrations require additional printing and assembly expenses at an expedited cost for rush service. Payment of the entire registration fee, including applicable late fee, is required before a registrant's attendance is reported to the Office of CLE for credit.

**Refunds and Credits.** If a registrant is unable to attend a program, a refund may be issued in the following circumstances.

- (1) If a registrant does not attend and does not give advance notice at least two days before the program of the registrant's inability to attend, there will be no refund.
- (2) If a registrant does not attend, and gives notice of inability to attend at least seven days before the program, the Academy will refund the registration fee, less a \$25.00 administrative charge for accounting, or, at the option of the registrant, apply the entire registration fee toward a registration for a future program to be used within one calendar year of the program.

(3) If a registrant does not attend, and gives notice of inability to attend later than seven days but at least two days before the program, the Academy will refund the registration fee, less a \$50.00 administrative charge for accounting and conference room facilities issues, or, at the option of the registrant, apply the registration fee less \$25.00 toward a registration for a future program to be used within one calendar year of the program.

(4) If notice of inability to attend is received by the Academy before the registrant's payment is deposited, the registrant's payment will be returned without charge. Checks are usually deposited on the day they are received.

Cancellations. If there are not enough registrations received by the close of the regular registration period to justify the time of the speakers presenting a program, the Academy may cancel a program. If a program is cancelled by the Academy for lack of enrollment, a notice of such cancellation will be posted to the Academy's website six days before the program, and any persons who have registered for the program will be immediately notified by email. A refund of the full registration fee will be sent to each registrant by postal mail. Persons considering enrolling in a program after the close of the regular registration period, seven days before each program, may wish to check the Academy website for a notice of cancellation, or phone the Academy to confirm that the program will go forward.

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