



January 5, 2019

# CANCELATION & PAYMENT POLICY

Payment policy Payment is not due upon registering but is due before the rate changes. Registrations completed during early registration (January 5 to March 6) must be paid by March 6. Registrations completed during regular registration (March 7 to April 24) must be paid by April 24.

Any registration made after April 24, or a remain unpaid balance after April 24, will be considered late registration and charged as on-site registration.

Payment may be made through credit card or check. At Assembly, no materials or voting credentials will be given to a participant who still has a remaining balance due. This includes any on-site registrations.

Payment for accommodations at the Westchester Marriott will be handled through their billing department.

Please note, **if you are tax exempt**, you must do one of the following for that status to be honored by the Westchester Marriott:

- Bring a copy of your tax-exempt certificate and pay with a credit card that has the same name (i.e. a credit card that includes the church name)
- Bring a copy of your tax-exempt certificate and a certified check from the bank
- Mail a copy of your tax-exempt certificate with your check early enough for it to clear with the bank (often this is 2 weeks).

## Excusal & Cancellation Policy

Meal plans cannot be cancelled or purchased after **April 24, 2019**. No refunds for meal plans can be issued after **April 24, 2019**.

Per **S7.14.04**, the **Committee on Registration and Attendance** will need to receive all excuses for absence from ELCA rostered ministers whose attendance is expected and any registered voting members. All cancellations must be received in writing, including the reasoning for not attending. All requests to be excused may be submitted, [here](#), or mailed to the synod office (475 Riverside Drive, Suite 1620 | New York, NY 10115) to be forwarded on to the committee.

Cancellations received between May 1 and 15 will be refunded for 75% of the registration fees. No refunds will be available after the start of Assembly. A substitution for a voting member must be presented by the pastor at the registration table (S7.14.02) and no fee will be incurred with written documentation.