

## Payment policy

**Payment is not due upon registering, but is due before the rate changes.** Registrations completed during early registration (**January 15 to March 14**) must be paid by March 14. Registrations completed during regular registration (**March 15 to April 20**) must be paid by April 20.

Any registrations made after **April 20** or that remain unpaid after April 20 will be considered late registrations and charged as such.

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 Melville Marriott will be handled through their billing department. (Unless your reservation has been handled alternately and is included on the master bill.)

- Please note, **if you are tax exempt**, you must do one of the following for that status to be honored by the Melville 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 and cancellation policy

Meal plans cannot be cancelled or purchased after **April 20, 2018**. No refunds for meal plans can be issued after **April 20, 2018**.

Per S7.14.04, the Committee on Registration and Attendance will need to receive all excuses for absence from ELCA rostered leaders 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 10 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.



**Metropolitan New York Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.  
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