



National Student Advocacy Conference

**March 11-17, 2017 -- Washington, D.C.
The Washington Plaza Hotel**

Cancellation Policy

All cancellations must be received in writing via email, mail or fax.

Full refunds minus a \$25 processing fee will be given for any cancellations received until January 31, 2017. Cancellations made after January 31, 2017 are subject to a \$150 service charge per person until February 28, 2017. Those cancelling after February 28, 2017 and persons who sign up for the conference but do not attend will be charged the full registration price.

Substitutions and name changes may be made at anytime via email, mail or fax.

Liability

The "Conference Management" (ASACC, Advisors Institute, their officers, directors, agents, and employees) shall not have any responsibility or liability for personal injury en route to and from the National Student Advocacy Conference or at any time on the site. The "Conference Management" shall not have responsibility of liability for unsafe or illegal acts of the hotels, suppliers, entertainers, tour operators, and airlines that are directly or indirectly involved with the conference. Attendees who purchase non-refundable airline tickets do so at their own risk. I agree that any photographs or video tapes taken of me or my delegation may be used for conference promotional purposes or resale. The total amount of any liability of the "Conference Management" will be limited to a refund of the attendance fee.

Confirmations

Registration confirmations will be sent within 5 business days from the time we receive your registration. Confirmations will be sent electronically to the Staff and Student Representative provided on the registration forms.. Please contact our office if you do not receive a confirmation. Once a registration is received by our office, the cancellation policy indicated above will take effect.

By signing below I agree to the above policies and guarantee payment to ASACC for the registrants listed based on the conditions above.

ALL ATTENDEES MUST SIGN AND SUBMIT THIS FORM

Signature:

Typed Name:

Title:

College:

Date:
