

October 14, 2008 *(Approved By the Board 10/20/08)*

TO: ARSL Board of Directors

FM: Conference Planning Committee

RE: Proposal for a Conference Cancellation/Refund Policy

Written requests for refunds must be postmarked, faxed or electronically submitted 30 days prior to the start of the conference. No refunds will be made following that date. Cancellations are subject to a \$25.00 processing fee.

Hardship cases (i.e., illness, death in the family, etc.) may be submitted to the Executive Committee for determination of whether or not portions of conference fees may be refunded (i.e., what cash outlay has already been made on behalf of the person.)