

AICUO Event Registration & Refund Policy:

Event Registration:

AICUO is pleased to receive your registration for our events by the close of business during the pre-registration period.

Procedure:

Please complete an event registration contact information form, available from our website, and register by one of three methods; email to AICUO4U@gmail.com, fax to "Events" at 614.228.8406 or mail to AICUO - Events, 41 South High Street, Suite 2720, Columbus OH 43215-6101. Please let us know if you wish to receive a confirmation email.

Event Registration after pre-registration has closed:

AICUO understands last minute schedule changes. We would like to assist anyway we can!

Procedure:

If you know that you or your institution's team will be in attendance at an event, let us know. We will make every effort to facilitate procuring materials and refreshments. Email us your event contact information at AICUO4U@gmail.com as soon as possible.

Refund Request - Pre-close of event registration period

AICUO wishes to accommodate persons and institutions who have scheduling conflicts when pre-registering.

Procedure:

Please contact us by email through the event contact person or by sending your request to AICUO4U@gmail.com prior to the close of registration. This will allow us to reduce contractual obligations due to not being able to attend. A 10% administrative fee will be deducted from the amount of the refund. The refund check should be mailed to you within three weeks.

Refund Request - Post-close of registration period

AICUO has made commitments regarding your attendance. Refunds may be available based upon need regarding family emergencies and other special circumstances and will be reviewed on a case by case basis.

Procedure:

Please contact us by email through the event contact person or by sending your request to AICUO4U@gmail.com. Please add additional information regarding the circumstances in addition to the date of the event, event name, registration name, institution, mailing address and contact phone number. We will contact you about the disposition of your request. A 10% administrative fee plus the cost of commitments will be deducted from the amount of the refund. The refund check should be mailed to you within three weeks.

Event Registration Contact Information

(Note that the following information will be requested as a part of your registration and will be used by AICUO only and will not distributed to any other organization)

Date of Event:

Name of Event:

Registrant Name:

Institution:

Institution Address:

Institution City/State/Zip:

Registrant Email:

Registrant Phone Number:

Event Registration Amount: \$

Vegetarian Meal? Y/N

Request Confirmation of Registration? Y/N

Refund requested? Y/N

Requested special circumstances:

(For Independent AICUO College Day Registration - additional information is needed for legislative meeting coordination)

Registrant Home Address:

Registrant Home City/State/Zip

Registrant Home County