

Policy No: G-4

Subject: Program Cancellation

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Staff

Policy Statement:

AASL will endeavor to avoid cancellation of an education program whenever possible, but any program is subject to cancellation.

Focus:

Primary: AASL Staff, AASL Board of Directors, Programming Volunteers

Secondary: AASL Members

Purpose:

To define the guidelines to be followed to obtain approval for and implement cancellation of an education program.

Procedure:

1. Each AASL education program will have a budget that reflects the number of paid registrants needed to meet the expense of the offering.
 - a. An offering may be canceled if registration is not sufficient to meet expenses of the course, event, or program.
 - b. Cancellation of online courses, ticketed events, or other ancillary educational offerings will be decided by AASL Staff.
 - c. Cancellation of the national conference requires the approval of the program co-chairs, AASL Executive Director or designee, and a vote of the executive committee.
2. The recommendation to cancel an education program may come from AASL Executive Director or designee, executive committee, or programming volunteers.
3. If possible, the decision to cancel an offering should be made at least 30 days prior to the offering date.
4. AASL will not be responsible for expenses incurred by the registrant due to an education program cancellation (e.g., airfare change, hotel cancellation, etc.).
5. AASL Staff will contact each registrant by e-mail, phone, or letter using the information given on the registration form.
6. The decision as to whether to offer refunds will be determined by a vote of the executive committee.