

## Payment Plan Terms of Agreement

As a convenience, USLCA is offering the option to bill you for your conference registration in installments, over a fixed period and subject to the following conditions. Please review this Agreement in its entirety.

### PAYMENT PLAN

- The plan is offered to USLCA members only.
- The deadline to enroll in the plan is 02/28/2019.
- Billing will be as follows for the two different options:
  - **Standard Conference only:** You will be billed the following three installments: (1) \$225 due at the time of enrollment, (2) \$187.50 due on or before 03/15/2019, and (3) \$187.50 due on or before 04/15/2019.
  - **Standard Conference plus Clinical Day:** You will be billed the following four installments: (1) \$225 due at the time of enrollment, (2) \$200 due on or before 03/15/2019, (3) \$200 due on or before 04/15/2019, and (4) \$200 due on or before 05/03/2019.
- The initial payment will be charged to your payment card upon enrollment.
- Following enrollment, you will receive separate invoices for the remaining payments. Instructions for submitting payment will be included on the invoices.
- It will be your responsibility to submit each payment by the due date, using USLCA's [online invoice management page](#).
- Your conference registration will not be considered complete until your full registration fee is paid in full.
- After the balance is paid in full, you will be able to make your conference session selections. Please note, session availability is on a first-come, first-served basis.
- For those electing the standard conference plus Clinical Day option, your initial payment will serve as your Clinical Day registration fee and therefore will reserve your spot. However, you will not be able to make your session selections for the standard conference until the full registration amount is paid.
- You can, at any time, pay for the remainder of the registration fee which will then allow you to select your conference sessions earlier.
- Within 48 business hours of you paying the registration in full, USLCA will email you with a registration code you'll be able to use to complete your online registration and make your conference session selections.

### FEES

- There is a one-time processing fee of \$25 charged and due with the first installment.

### PAYMENT METHODS

- Payments can be made online 24/7 through USLCA's [online invoice management page](#) by credit card.
- Checks may also be submitted for payment but will be applied on date of receipt.

### **CANCELLATION AND REFUNDS**

- All refund requests must be received no later than March 31, 2019, for a full refund, less a \$75 processing fee.
- Cancellations received between April 1, and May 3, 2019 will be eligible to receive a 50% refund, less a \$75 processing fee.
- All refunds will be made after the completion of the conference.
- No refunds will be given for cancellations made after May 3.
- Attendee substitutions may be made at no additional charge for the exact registration, including session selections.

### **FAILURE TO PAY**

- In the event any installment becomes 10 days past due, the plan will be cancelled, and all balances will become due immediately.
- In the event the full balance becomes 30 days past due, the reservation will be cancelled, and no refunds will be issue for prior payment plan installments.
- Outstanding payments at the time of the conference will not allow admission. On-site payment of the remaining balance, plus an additional on-site registration fee of \$200, will be required for entry.