

# Registration Policies

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## Pricing and Deadlines

Deadline	Pricing
July 1-August 31, 2022	\$695
September 1-December 31, 2022	\$795
January 1-March 31, 2023	\$995
April 1-June 26, 2023	\$1,095

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## Payments

Credit Card: We accept payments online by all major credit cards.

Purchase order: You may secure your registration with a valid Purchase Order. First, register online. During registration you will be asked to upload a copy of your valid PO. An invoice will be included in your confirmation email.

Check: when mailing your check please include the names and confirmation numbers of all registrations it applies to. Failure to do so may result in a cancelled registration. Checks should be made payable to International Center for Leadership in Education and mailed to:  
PO Box 224, Rexford, NY 12148

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## **Cancellation & Substitutions**

Registrations before June 1, 2023

Currently there are no penalties if you register for MSC 2023 before June 1 and need to cancel. We do ask that you submit your cancellation in writing to [ICLEevents@leadered.com](mailto:ICLEevents@leadered.com).

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## **Substitution/Changes Policy**

Substitution of a registered conference attendee will be accepted. The request must be submitted in writing to [ICLEevents@leadered.com](mailto:ICLEevents@leadered.com). Please provide the name and email of the registered attendee and the new attendee as well as any change in registration selections or contact information.

\*Registration, attendance, and participation in Model Schools Conference constitutes an agreement by the registrant to the International Center for Leadership in Education's use and distribution of the registrant's or attendee's image and voice in photographs (both now and in the future) in any media including, without limitation, ICLE websites and print materials, videotapes, and/or audiotapes.

