

Payment and Cancellation Policy

Credit Card Payments

WNYLRC, for the most part, requires credit card payment for workshops and events. Last minute registrants who have confirmed with WNYLRC they can attend a class or event are required to make payment over the phone. In the rare case where checks are accepted for payment, checks returned to WNYLRC for insufficient funds will incur a \$20 service fee in addition to the original amount owed.

If Institution is Responsible for Payment

WNYLRC does not invoice individuals. WNYLRC invoices institutions on behalf of registrants that have supplied a purchase order when required by their institution. Invoices are sent to the email address provided at registration. The institution is expected to make payment with an institutional check or call WNYLRC to make payment over the phone via an institutional credit card.

Class/Event Cancellation Policy

To cancel your workshop registration, sign into your WNYLRC account at wnylrc.org. Cancellations must be made no less than 5 business days prior to the day of the scheduled class/event. If we do not receive cancellation notice 5 days prior, the registrant will be responsible for all registration fees. To cancel your registration for a class/event, please log on to wnylrc.org. Click My Account in the top left corner and locate the event under My Registrations. Select "delete registration" to begin the cancellation process. If it is a paid event, contact WNYLRC to issue a refund.

WNYLRC has the right to cancel any class/event due to insufficient registration. Refunds will be made to those who register for a class/event that is canceled by WNYLRC.

Remit payment to:

Western New York Library Resources Council
180 Lawrence Bell Drive
Suite 104
Amherst, NY 14221-7888