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CIU 20 Registration and Cancellation Policy

Registration Procedures

Registration will close one week prior to an event, unless otherwise noted.

- There may be circumstances where certain events may have different registration deadlines. Such deadlines will be advertised with the course / workshop information.

Registrations will not be accepted past the registration deadline.

- This allows for material and other logistical preparation.

Participant Registration Cancellation and Refund Procedures

Participants withdrawing from a course/workshop must do so by “un-registering” on CPETracker before the registration deadline.

- If a participant doesn't unregister prior to the registration deadline, they will still be charged the full event fee or course tuition.

Participants without a CPETracker account must contact the appropriate contact person (listed with each course/workshop) to un-register

- If a participant doesn't unregister prior to the registration deadline, they will still be charged the full event fee or course tuition.

Participants who register for and do not attend a no-cost event will be charged a \$25 fee

- Ways to avoid this fee are as follows:
 - Participants who unregister prior to the registration deadline will not be charged this fee
 - A participant can send someone in their place. Note that the CIU 20 Professional Learning Department must be notified of new participant and who they are replacing prior to the event.

CIU 20 Cancellation Procedures

Colonial Intermediate Unit 20 reserves the right to cancel any courses/workshop due to insufficient enrollment and/or inclement weather.

- 100% of course/workshop fees will be reimbursed in the event of cancellation due to low enrollment and inclement weather.

Notification of cancellations will be made by e-mail. It is imperative that your e-mail address in CPETracker is current. If you do not have a CPETracker account, please make sure that the e-mail address provided on the electronic registration form is current.

Cancellation information is also available on CPETracker (the word CANCELLED will appear on the registration page for an event).

The CIU 20 Registration and Cancellation Policy is subject to change, please visit www.ciu20.org/cancellation for the most up to date policy.