

# *CIU 20 Course/Workshop Cancellation Information & Procedures*

## **CANCELLATION / REFUND PROCEDURE**

Colonial Intermediate Unit 20 reserves the right to cancel any/all courses/workshops 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 form on page 4 is current.

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

## **CANCELLATION OF REGISTRATION**

Participants withdrawing from a course/workshop must do so by “unregistering” on CPETracker.

Participants without a CPETracker account must contact the appropriate contact person (listed with each course/workshop) to cancel registration.

- Please reference the chart below to determine the penalty for registration cancellation.

**Participants cancelling registration for an event will be refunded the following prorated percentages:**

Participants withdrawing **14 days prior** to the first day of a course/workshop will receive a **100% refund**.

Participants withdrawing **7 to 13 days prior** to the first day of a course/workshop will receive a **50% refund**.

Participants withdrawing **6 days or less prior** to the first day of a course/workshop will receive a **0% refund**.

Cancellations **due to low enrollment and inclement weather** will receive a **100% refund**.

**Please be advised, beginning January 2016 a \$25 fee will be assessed for registrants who do not attend a no-cost event.**