

## **ESC-2 Workshop Refund Policy**

For events requiring a registration fee, full refunds will be made to registered participants of ESC-2 events (workshops, conferences, other professional development activities) under the following conditions. No partial refunds will be given.

1. The ESC-2 cancels the event.
2. The event reaches the maximum enrollment prior to receipt of your registration.
3. The registered participant chooses to cancel an event registration at least 10 working days prior to the scheduled event date. This cancellation notification must be submitted to the ESC-2 Registrar in writing (mail, email, or fax) and signed by the immediate supervisor (if applicable). Phone cancellations will not be accepted. Final approval of the cancellation refund will be made by the ESC-2 Business Office.
4. If cancellation is requested less than 10 working days prior to the event, a full refund will be given, or a substitute will be accepted, if the reason for the cancellation is beyond the registrant's control. This request must be in writing (mail, email, or fax) and signed by the immediate supervisor. Phone cancellations will not be accepted. Requests should be submitted to the ESC-2 Registrar and reviewed by the ESC-2 Business Office for final approval.
5. If no cancellation request is made and the registrant does not attend the event, the registrant will be automatically invoiced for the event fee. However, if after the event the immediate supervisor requests a refund because of circumstances beyond the registrant's control, a refund will be made, based on a review of the request by the ESC-2 Business Office.

Cancellations for events having no fee may be made by emailing, faxing, or mailing the notification of cancellation to the ESC-2 registrar <online\_reg@esc2.net>.