

# *Continuing Professional Education Course/ Workshop Information & Policies*

## **CANCELLATION/REFUND PROCEDURE**

·Colonial Intermediate Unit 20 reserves the right to cancel any/all courses/workshops due to insufficient enrollment and 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 CPE Course/Workshop Registration Form for Non-CPETracker Participants is current.

·Cancellation information is also available on CPETracker (the word CANCEL 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 CIU 20 Curriculum Services Department 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.**