

## **CUWCC REGISTRATION POLICY**

### **Refund Policy**

1. All refund requests must be submitted in writing, to be considered.
2. All refund requests are subject to a non-refundable \$10.00 administrative fee.
3. Cancellations 14 days or longer prior the scheduled event, 75% of the registration fee will be refunded.
4. Cancellations within 7 – 14 days, 50% of the registration fee will be refunded.
5. Cancellations within 3 – 6 days, 25% of the registration fee will be refunded.
6. There is NO REFUND for any cancellation within 2 days of the event.
7. In the event the registrant cannot attend, a substitute may be sent in place, but please submit your request in writing.

### **Charge Policy**

1. CUWCC will charge credit card of the day we receive your registration form.
2. CUWCC only accepts Visa and MasterCard as acceptable forms of credit card payment.
3. CUWCC will email the credit card receipt to the email address provided on the registration form the day we charge your credit card.

In the event CUWCC cancels a workshop, all participants will receive a choice of applying their funds to a future workshop, or a full refund.

No refunds will be given once the workshop has taken place.