

CCRID POLICY



Effective Date: 1/11/2009

See Also: 1/11/2009 minutes

Approved By: 07-09 CCRID Executive Board

POL-2.3 Workshop Pre-payment Refund Policy

This policy establishes the amount of money that will be refunded in the event a person is unable to attend the workshop in which they have already paid.

1. If cancellation occurs and refund is requested 30 days prior to the workshop, the requestor will receive 75% of the amount paid for the workshop.
2. If the cancellation occurs and refund is requested prior to 72 hours and less than 30 days before the workshop, the requestor will receive 50% of the amount paid for the workshop.
3. If cancellation occurs and refund is requested less than 72 hours prior to the date of the workshop, no refund will be honored.
4. In the case of death or family emergency a full refund minus a \$10.00 processing fee will be considered.
5. Refunds must be requested in writing via e-mail to ccrid@ccrid.org or postal mail.