

Canceling an Event

Cancellation and Refund Policy:

Cancellations **must** be completed online or sent to cancellations@esc4.net no later than 7 calendar days prior to event for a refund. Phone cancellations are not accepted. Registrations are transferrable.

A processing fee of 25% of the registration cost with a minimum fee of \$35 will be applied to the refund. No refunds for online courses, nonattendance, or late cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by Region 4. This only applies to sessions with a fee.

To cancel out of an event that you are registered:

- Log into your Account
- Click on the *Registration History/Certificate* link.

The screenshot shows the website header with the "region4" logo and navigation links: Contact Us, Staff E-mail, TCPN, and social media icons. A "Change font size" control is visible. The main navigation bar includes: Home, About, Professional Development, Products, Services, Certification, Employment, Senate Bill 149 Resources, and Quick Links. Below the navigation bar, a welcome message reads "Welcome to Professional Development Online Registration" and a registration cart shows "0 items".

The main content area is titled "Welcome to Region 4 Professional Development" and features a search bar for "Session ID or Keyword". A sidebar on the left contains a "sign in" button and a menu with categories: Home, Search Options (Search, Calendar of Sessions, Conference Events), My Account (Transcripts, User Account, Registration/Certificate, Subscriptions), Help & How-To, and Downloads (Registration Form, Cancel a Registration).

The central content area displays the "Cancellation and Refund Policy:" section, which is highlighted with a red box. It includes sub-sections for "Cancellation" and "Refunds".

Cancellation and Refund Policy:

Cancellation
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Refunds
A processing fee of 25% of the registration cost with a minimum fee of \$35 will be applied to the refund. No refunds for online courses, nonattendance, or cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by Region 4. This only applies to sessions with a fee.

On the right side of the main content area, there is a section for "Upcoming Sessions" listing events for Tuesday 6/14/2016 and Wednesday 6/15/2016, including links for "Bus Driver Training - Initial Certification" and "Bus Driver Training - Recertification".

- Under the **Upcoming Sessions** tab, click on **Cancel Registration** link under the appropriate event

Registration History/Certificate Registration Cart:

Upcoming Sessions
Past Sessions
WaitingList
Online Sessions

Session ID	Title	Start Date	Location
26776	Fun With Words Change Registration Cancel Registration Print Confirmation	10/31/2014 8:00 AM	Administration, RM

- The cancellation verification page will display:

Registration History - Cancel Registration Registration Cart: 0 items

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

Fun With Words
 learn ways to encourage creative spelling.
Session ID: 26776
Fee: \$60.00
Start Date: 10/31/2014 at 8:00 AM
Location: Administration, RM 201

By clicking on 'Cancel Registration', you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you may be eligible for a refund. For more information please contact Registration Services.

Registration History - Cancel Registration Registration Cart: 0 items

You have been successfully removed from:

Title: Fun With Words
Session ID: 26776
Start Date: 10/31/2014 at 8:00 AM
Location: Administration, RM 201

To continue with cancellation, click **Cancel Registration**, then click **Next**

- To move back to the previous page or not cancel, click **Previous Page**
- If cancellation is completed, a Cancellation Confirmation will be sent to you via email.