Cancelling 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.
• Under the **Upcoming Sessions** tab, click on **Cancel Registration** link under the appropriate event

![Registration History/Certificate](image)

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Title</th>
<th>Start Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>26776</td>
<td>Fun With Words</td>
<td>10/31/2014 8:00 AM</td>
<td>Administration, RM</td>
</tr>
</tbody>
</table>

• The cancellation verification page will display:

![Registration History - Cancel Registration](image)

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
Fees: $60.00
Start Date: 10/31/2014 at 8:00 AM
Location: Administration, Room 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.

![Cancel Registration](image)  ![Previous Page](image)

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.