

ESC-2 Cancellation/Refund Policy

All requests for cancellation must be submitted through escWorks or in writing to ESC Region 2 (ESC-2) and **received no later than 5 working days before the scheduled start of an event.** In the event of a Conference Cancellation/Refund Policy, the conference policy shall take precedence over the ESC-2 Cancellation/Refund policy.

To notify ESC-2, select from the following methods

Select a method below. For options #2 - #4, please specify the workshop number and reason for cancellation.

1. Cancel workshop event via escWorks:
See [Page #2](#) for how-to instructions.
2. Written requests via escWorks:
Select the 'Contact Us' link on the registration page.
3. Written requests via e-mail submitted to:
workshop@esc2.net
4. Written requests via mail submitted to:
Education Service Center, Region 2
Attention: Registrar
209 North Water Street
Corpus Christi, TX 78401

Refund Policy for Events Canceled or Rescheduled by ESC-2

- Participants will receive a full refund for events cancelled by ESC-2.
- Participants who cannot attend the rescheduled workshop will receive a full refund.
- ESC-2 will not be liable for any other expenses incurred by the registrant.

Refund Policy for Events Canceled by Participant

- Participants will receive a 90% refund.
 - No refunds issued for online courses, non-attendance, missed workshop, or late cancellations (see 5 day policy above).
 - Please allow up to 4 weeks to process all refunds.
- Payment from a missed workshop is not transferrable to another event.
- In the event a participant pays for but does not attend a workshop, the participant is entitled to the materials for the event (subject to presenter approval). Participant is responsible for any shipping and handling costs and must submit a request in writing for materials within 30 days of the workshop training date to ESC-2.

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How to change/cancel a registration in escWorks:

The screenshot shows the left-hand navigation menu of the escWorks website. The menu is teal with white text. A red box highlights the 'sign in' button under the 'Quick Links' section, with a callout '1' pointing to it. Another red box highlights the 'Registration History' link under the 'My Account' section, with a callout '2' pointing to it.

Quick Links

sign in

Home

Search Options

Search

Browse Workshops

Calendar of Workshops

Online Workshops

Conferences

My Account

Professional Development Record

User Account

Registration History

Subscriptions

Contact Us

My Account: Registration History

The screenshot shows the 'Registration History' page. At the top, there are three tabs: 'Upcoming Workshops', 'Past Workshops', and 'WaitingList'. The 'Past Workshops' tab is selected and has a callout '3'. The 'WaitingList' tab has a callout '4'. Below the tabs is a table with two columns: 'Workshop ID' and 'Title'. The first row shows the ID '1231135' and the title 'Classroom Management Survival Kit'. Below the title are three links: 'Change Registration', 'Cancel Registration', and 'Print Confirmation'. The 'Change Registration' and 'Cancel Registration' links are highlighted with red boxes.

Workshop ID	Title
1231135	Classroom Management Survival Kit

1. Sign-in to escWorks
2. Select 'Registration History'
3. If available, you can select '**Change Registration**' to move to a later workshop date.
4. If available, you can select '**Cancel Registration**' to cancel the registration.

If the 'Cancel Registration' link is not available, submit a written request to ESC-2 as detailed above.