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.

- Cancel workshop event via escWorks: See <u>Page #2</u> for how-to instructions.
- Written requests via escWorks: Select the 'Contact Us' link on the registration page.
- Written requests via e-mail submitted to: workshop@esc2.net
- 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.

How to change/cancel a registration in escWorks:

	Quick Links	My Account: Registration History Upcoming Workshon 3 ast Workshon 4 aitingList Workshop ID Title 1231135 Classroom Management Survival Kit Change Registration Cancel Registration Print Confirmation
ł	Home Search Options Search Browse Workshops Calendar of Workshops Online Workshops Conferences	 Sign-in to escWorks Select 'Registration History' If available, you can select 'Change Registration' to move to a later workshop date. 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.
2	Professional Development Record User Account Registration History Subscriptions Contact Us	