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:

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.