

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. A red box labeled '1' highlights the 'sign in' button under the 'Quick Links' section. Another red box labeled '2' highlights the 'Registration History' link under the 'My Account' section.

The screenshot shows the 'My Account: Registration History' page. At the top, there are tabs for 'Upcoming Workshops', 'Past Workshops', and 'WaitingList'. A red box labeled '3' highlights the 'Past Workshops' tab, and a red box labeled '4' highlights the 'WaitingList' tab. Below the tabs is a table with columns 'Workshop ID' and 'Title'. The first row shows a workshop with ID '1231135' and title 'Classroom Management Survival Kit'. Below the title, there are three links: 'Change Registration', 'Cancel Registration', and 'Print Confirmation'. The 'Change Registration' and 'Cancel Registration' links are highlighted with a red box.

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.