

## DECLINED PAYMENT RESOLUTION

To resolve a 'Declined' payment, please see the information below.

- Registrations are \*not\* canceled for the indicated event.
  - Participants will not be allowed to attend the indicated event until the payment is resolved.
  - If the participant does not make a good-faith effort to resolve the payment issue, ESC Region 2 reserves the right to cancel the registration.
- 

### **Purchase Order (PO) Number Payment Method**

- Registration is 'Declined' due to missing or invalid PO number
- Resolution:
  - email '[workshop@esc2.net](mailto:workshop@esc2.net)' with a valid PO number

### **District Check / Personal Check / Money Order / Cash**

- Registration is 'Declined' until payment is received by ESC Region 2 Business Office
  - Resolution:
    - Send payment to ESC Region 2 via US Post Office.  
Please allow 5-7 days for delivery.  
ESC Region 2  
Attention: Registrar  
209 North Water Street  
Corpus Christi, TX 78401
    - Contact ESC Region 2 @ 361-561-8400 to pay by Credit Card
    - Email '[workshop@esc2.net](mailto:workshop@esc2.net)' with a valid PO number. Please note you may be asked for an electronic copy of the PO for documentation purposes.
- 

### **ESC Region 2 Cancellation/Refund Policy**

- [http://business.esc2.net/boforms/BO/WS\\_Refund\\_Policy.pdf](http://business.esc2.net/boforms/BO/WS_Refund_Policy.pdf)