

2023-24 Aspiring to the Principalship (ATTP) Learning – Payment and Cancellation Policy

PAYMENT POLICY: By registering for this CASE event, you understand that **payment is due no later than 1 week prior to your attendance at the session for which you have registered.**

CANCELLATION POLICY: In the event you must cancel your registration, the following fees and conditions apply.

1. If you cancel your registration for either Session 1 or 2:

- before 1 week prior to the session for which you have registered – a \$15 per session cancellation fee will apply.
- between 6 days prior to the session and the date of the session for which you have registered – CASE is unable to grant refund requests, except in the event of verifiable, weather-related issue (including road closures or flight cancellations), a COVID diagnosis, or a medical/family emergency pertaining to the attendee or the attendee's immediate family – a late cancellation fee of \$40 per session will apply.

2. If you cancel your registration for Sessions 3 and 4:

- before 2 weeks prior to the session – a \$40 cancellation fee will apply.
- between 13 days prior to the session and the date of the session – CASE is unable to grant refund requests, except in the event of verifiable, weather-related issue (including road closures or flight cancellations), a COVID diagnosis, or a medical/family emergency pertaining to the attendee or the attendee's immediate family – a late cancellation fee of \$75 apply.

3. Notice of cancellation and requests for refund must be submitted via email to: jhodgson@co-case.org.

4. Registration may not be transferred from one person to another, nor split between participants at any time.

5. Refunds requested after **the date of the session(s) for which you have registered** will not be considered.

REGISTRATION CHANGES: To change your registration, please contact CASE Manager of Event Registration Jeri Hodgson at (303) 762-8762 ext. 100 or jhodgson@co-case.org.

QUESTIONS: Please contact CASE Director of Professional Learning Arlene Salyards at asalyards@co-case.org.