

## Attendance & Cancellation Policies

Participants must attend 90% of the educational offering to receive a certificate of attendance. No partial credit will be given.

Registrations are accepted until class is filled. Registration assures placement, materials and notification if class is cancelled. Registration is not complete until fee is received. Written cancellation received at least 2 weeks prior to the program date will result in a 50% refund. Cancellations received later than 2 weeks prior to the program, or failure to attend the program, are not refundable. Substitutes are allowed. We reserve the right to cancel this program.