

## CANCELLATIONS

For certain workshops and meetings you are able to unregister directly from your transcript. This feature cannot be used to unregister from a CPE Course or any event where a fee is due. To cancel a registration, logon to your account and view your transcript. For information on how to view your transcript, click [TRANSCRIPTS](#) If the event is underlined and a hyperlink, you may be able to cancel that registration yourself.

Please be careful, as you are unable to reverse a cancellation once you confirm the cancellation. If the event is full and you unregister, either accidentally or on purpose, you will not be able to resume your place in line. If you attempt to register again, you will be added to the next available spot on the wait list. IU 1 staff are unable to override this.

If the event in question is not available to you to unregister then please note the following: If you are unable to attend an event for which you have registered, you are responsible for notifying Marla Kurilko at [marla.kurilko@iu1.org](mailto:marla.kurilko@iu1.org) that you wish to cancel, before the start of the event by email. Include in the email the name of the event **as it appears in Wisdomwhere**, the date, your name, and the reason for the cancellation.

**Please be certain of your registrations before submitting. You are not able to change a registration once it is submitted.**

**Withholding payment does not constitute a cancellation.**

### **NOTE:**

**Sending someone in your place is not an option, nor does it free you from the cancellation policy. You are not able to assign your place on the roster to someone else. All attendees must register in advance on Solutionwhere to be placed on the roster. If there is a wait list, the registrant will be placed in order on the wait list according to the registration date and time.**

### **Course Cancellations**

There is a \$25.00 service fee to cancel a CPE Course registration beginning January 1, 2013. This fee is applied regardless of the reason for the cancellation, there are no exceptions. When a cancellation request is received 6 or more business days before the start of a course, a refund will be issued for the payment received minus the \$25 cancellation fee. If the cancellation for a course occurs five business days or less before the start date, or after the start of course the registrant will owe the full tuition fee. A cancellation may occur up to the day before a CPE Course is scheduled to start, after that, you may withdraw, and the Withdrawal form must be used. The withdrawal form can be downloaded here: <http://www.iu1.org/services/cpe-courses>. which can be applied to the same course next time it is offered. Only once can the course fee be transferred. Transfers are considered cancellations and will be assessed a \$25.00 fee.

For refunds, allow 4 - 6 weeks for processing.

**Workshop Cancellations**

Refunds for workshops will be issued only if the cancellations are received at least 3 business days before the workshop begins.

For refunds, allow 4 - 6 weeks for processing.

**Conference Cancellations**

Conference refunds will be issued only if the cancellation notice is received at least 3 business days before the event begins. For refunds, allow 4 - 6 weeks for processing.

**No Shows**

No shows for any event will owe the entire fee. If there was no charge for the workshop a \$5 fee will be added and you will not be able to register again until that fee is paid. No credit or refunds will be given.