



Cancellation Policy

Cancellation by Center for the Collaborative Classroom (CCC)

Occasionally we find it necessary to cancel or postpone a workshop. CCC reserves the right to cancel or postpone due to low enrollment, inclement weather, or any other circumstance which would make the event non-viable. If CCC cancels the workshop, we will email you at the address you provided on your registration form to inform you of the postponement or cancellation. Registrants will be provided a choice of:

- A full refund
- A transfer to another, upcoming workshop date and location (space permitting)

Cancellation by Participant

Transfer Policy: Registrants may transfer the financial value of their registration to a co-worker at no penalty if **written notification** to events@collaborativeclassroom.org is given **3 business days before the event** – unless another deadline is specifically stated on registration materials.

Cancellation Policy: CCC will issue refunds and transfers **up to 3 business days before the event date**. Please plan accordingly. Unless specifically stated on registration materials, the deadline to receive a refund for your registration is 3 business days before the event.

Cancellations are accepted **via email** at events@collaborativeclassroom.org and must be received by the stated cancellation deadline. Refund requests must include the name of the organization, attendee, and/or transaction number. Refunds will only be credited back to the original credit card used for payment.

These above policies apply to all CCC events and workshops unless otherwise stated on registration materials. Please read individual event materials and invitations thoroughly for policies specific to each event.

No-Shows

If you choose not to attend, for whatever reason, without notification to CCC **3 business days before the date of the event**, your registration fee is subject to full forfeiture.

Need to Make a Change?

Please *call 510-533-0213 ext. 226 or email us at events@collaborativeclassroom.org as soon as possible*. We will accommodate your request if space is available.

Questions?

Please contact Miki Terasawa, Event Coordinator.

Make Checks Payable to: CCC Events

Mailing Address:
1001 Marina Village Parkway, Suite 110
Alameda, CA 94501

Tel: 510-533-0213 ext. 226
Fax: 510-464-3670
Email: events@collaborativeclassroom.org
www.collaborativeclassroom.org