



Cancellation Policy

Cancellation by Center for the Collaborative Classroom

Occasionally it is necessary to cancel or postpone an event. Collaborative Classroom 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 we cancel the event, 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 event 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 is given** to events@collaborativeclassroom.org **3 business days before the event** – unless another deadline is specifically stated on registration materials.

Cancellation Policy: Collaborative Classroom 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 Collaborative Classroom events 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 Collaborative Classroom 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. 316** or email us at events@collaborativeclassroom.org *as soon as possible*. We will accommodate your request if space is available.

Questions?

Please contact events@collaborativeclassroom.org.

Make Checks Payable to: Collaborative Classroom Events

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

Tel: 510-533-0213 ext. 316
Fax: 510-464-3670
Email: events@collaborativeclassroom.org
www.collaborativeclassroom.org