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## Cancellation and Refund Policy for Virtual Professional Learning Workshops

### 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 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.

### Cancellation by Participant

**Cancellation Policy:** Collaborative Classroom will issue refunds up to **3 business days before the workshop**. Please plan accordingly.

Cancellations are accepted via email at [plcoordinator@collaborativeclassroom.org](mailto:plcoordinator@collaborativeclassroom.org) and must be received by the stated cancellation deadline.

Refund requests **must include** the name of the organization, the name and email of the registrant, and/or transaction number. Refunds will only be credited back to the original credit card used for payment.

**Transfer Policy:** Due to the high-demand and limited space available for the virtual professional learning series, a registration cannot be transferred to a colleague.

**No-Shows:** If you choose not to attend, for whatever reason, **without notification to Collaborative Classroom 3 business days before the workshop**, your registration fee is subject to full forfeiture.

### Need to Make a Change?

Please email us at [plcoordinator@collaborativeclassroom.org](mailto:plcoordinator@collaborativeclassroom.org) at your earliest convenience. We will accommodate your request if space is available.

**Questions?** Please contact [plcoordinator@collaborativeclassroom.org](mailto:plcoordinator@collaborativeclassroom.org) or call 510.533.0213 ext. 239.