

## CDP Event Cancellation and Refund Policy

Community Development Partnership reserves the right to cancel any class that does not meet minimum enrollment requirements. Should this occur, we will call registered participants to reschedule. If the alternative date is not convenient for you, a full refund will be issued.

Classes affected by inclement weather may be rescheduled, or you may request a full refund.

**To cancel your registration for a workshop or event, please call (508) 240-7873 x22**

FULL REFUNDS will be issued if you cancel a registration 2 business days prior to the event. (Example: call us no later than Thursday to cancel your registration for a Monday event.)

CONVERT YOUR REGISTRATION TO A DONATION: if you are unable to attend an event but have already paid in advance, we will gladly convert your registration fee to a donation and send you an acknowledgement letter for your records.

TRANSFER REGISTRATION TO ANOTHER CLASS: you may transfer your registration to a specified future workshop or event if your request is received at least 2 business days prior to the scheduled time of the original class, and there is space available in the class you will transfer to.

NO REFUNDS\* will be issued if you cancel a class less than 2 business days prior to the event. We will not issue refunds if you are absent unless you cancel 2 business days in advance. (Example: A cancellation received on Friday for an event scheduled on Monday is not eligible for a refund.)

ALL REFUNDS will be issued in the manner in which we received the original payment for classes. If you paid by check, a refund check will be mailed to the address you specify within four weeks of cancellation. Credit card transactions will be refunded within 10 business days after cancellation.

For questions about our refund policy, please call (508) 240-7873 x22

\* Why can't I receive a full refund anytime I cancel a class?

CDP keeps a waiting list for workshops and events and requires at least 2 business days to fill canceled reservations so that other participants may benefit from our education opportunities.