

## **NCGR EDUCATION PROGRAM**

### **REFUNDS AND CANCELLATION POLICY**

**A single workshop that is delivered online via conferencing software:**

You can request a refund up to 24 hours before the start date.  
There will be a \$20 service charge per workshop.

**Multi-week online course:**

**Cancellation up to 24 hours prior to the start of the course:**

Full refund less a \$40 service charge.

**Cancellation prior to the 4<sup>th</sup> session of instruction are eligible for a refund.**

You will be refunded a prorated amount minus a \$50 service charge.  
You may also apply the balance of the fee to a course in the next semester.

**Cancellation after 3 sessions or more:** No refund is given.

**No request for refund will be accepted based on non-attendance or unawareness of refund procedures.**

**Cancellation of a course by NCGR:**

Occasionally enrollment is not sufficient to offer a course that was scheduled to take place at a particular date, or an instructor may have an emergency that prevents him or her from teaching a scheduled course. In this case, you will be notified, and you will be refunded within 30 days after the date of the notification in the original form of payment.

**Refund requests should be addressed to [execsec@geocosmic.org](mailto:execsec@geocosmic.org)**

Along with detailed explanation for the reasons of the cancellation.