**NCACTE Professional Development Training Policies**

**Cancellations**

NCACTE/NCDPI reserves the right to cancel scheduled workshops due to low enrollment and unforeseen circumstances.

If NCACTE/NCDPI cancels a course, you will receive full reimbursement of the course/training fee or you may request a payment transfer to another course within a 12 month period. When selecting a different course/training, participants will be responsible for any difference in course/training cost at the time of the request or in some cases a participant may receive a credit on file. Please contact NCACTE for more information.

NCACTE is not responsible for any expenses incurred before the start of a program, e.g., airline tickets, hotel, or car rental.

NCACTE reserves the right to modify this cancellation policy with no advance notice.

**Inclement Weather**

A notification will be sent by NCACTE/NCDPI to all participants in the event we delay our course/training session due to inclement weather. Additional information will be provided to each participant regarding rescheduling date for course/training session. NCACTE is not responsible for travel related expenses in the event we cancel a course/training session.

**Refund Policy**

Request Received By:

* 7 business days before class start – 100% (minus $25 administrative fee)
* 1-6 business days before class start – 50%
* Less than 24 hours before class start – None