

# **CCE of Putnam County Workshops/Seminars/Trips Registration Fee – Refund Policy**

Approved by Cornell Cooperative Extension of Putnam County  
Board of Directors on March 9, 2009

## **Classes & Workshops open to the general public**

Registration fees are transferrable; another person may attend instead of the person who originally registered. Advanced notice of the change would be appreciated.

If we're notified by phone or email no later than 5 business days in advance of the event, we will refund the registration fee, unless otherwise noted in the program brochure.

If we have to cancel an event because of inclement weather or a situation beyond our control, we will try to re-schedule the event and we will notify registrants of the new date. People who are unable to attend the event on the new date can get a refund. If we cancel an event and do not reschedule, refunds will be sent to the pre-paid registrants.

## **Series of Classes (Two or More Classes)**

The same policies apply, except that people who register for a series of classes will be entitled to a pro-rated refund only if they drop out of the series no later than after the first class. Pro-rated refunds are based on a number of factors, including class materials provided, length of total series and other factors.

## **Training Programs (e.g., Master Gardener, Master Composter, 30-hour and Pre-Exam Pesticide Training)**

These courses involve pre-admission qualification; registration/training fees; therefore registration is not transferrable.

If we are notified by phone or email, no later than 5 business days in advance of the first class of the training course that the registrant wants to withdraw from the training program, we will refund the registration/training fee, unless otherwise noted in the program brochure. If training manuals were provided, they must be returned in unused condition, otherwise the registrant will be charged for the cost of the manuals.

After beginning a training program, a trainee who withdraws from the program can get a refund of up to 50% of the registration/training fee but he/she must resign no later than the end of the second class, unless otherwise noted in the program brochure. Training manuals must be returned in unused condition, otherwise the registrant will be charged for the cost of the manuals.

## **Trips and Tours**

Because of the nature of booking and prepayments for trips and tours, we are unable to refund trip and tour registration fees, unless otherwise noted in the program brochure.