



## LATC CORPORATE EDUCATION WORKSHOP CANCELLATION POLICY

Our workshops and trainings require a great deal of pre-planning, including ordering supplies and tools, booking staff, and making commitments to pay our instructors, all of which is based on the number of individuals who register. When participants ask to cancel at the last minute, or do not show up at all, we lose money. This, in turn, makes it difficult to keep our class prices competitive.

In fairness to all of our customers we are unable to make exceptions to our policy, including for reasons of illness, travel, or work hours. If you are unable to attend a workshop at the last minute, we suggest giving your spot to a friend!

Thank you for understanding!

***We do not issue refunds on workshop registrations.***

If you register for a workshop or training and later become unable to attend, we will gladly offer a credit for your registration amount to use toward any future event if you notify us **at least 48 hours before the workshop**. To cancel and request a credit, you must email us at [corped@lakeareatech.edu](mailto:corped@lakeareatech.edu). **We are unable to offer credits of any kind, or honor reschedule requests, with less than 48 hours advance notice.**

Workshop credits are not redeemable for cash and are valid one year from the date they are issued. The workshop cancellation policy also applies if you elect to pay by invoice.

Registration modifications to indicate a substitute participant must be completed **at least five business days** before the training program date. To request a substitute, you must email us at [corped@lakeareatech.edu](mailto:corped@lakeareatech.edu).

Lake Area Technical College reserves the right to cancel or reschedule an event due to low enrollment, inclement weather, or other circumstances which would make the event nonviable. Should circumstances arise that result in the cancellation or postponement of an event, participants will have the option to either receive a full refund or transfer the registration to the same course at the new future date. In this case, we will notify you via the listed email address and/or telephone number provided at registration.