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COMPACT

## BEC Terms and Refund Policy Open Enrollment Workshops

By registering for this workshop, you agree to the Terms and Refund Policy of the Business Education Compact as outlined below.

**Intent:** The BEC is committed to offering a quality experience in each of our workshops. When a registration is received, we reserve space, purchase materials, secure meals, etc.

The BEC expects full payment or PO # prior to the workshop, according to the terms below, unless other arrangements have been made. Please contact us by phone or email to notify us of any cancellations. See cancellation terms below.

**Payments:** Registrants should pay in full or send PO # at least five (5) business days prior to the workshop start date by one of the following methods:

1. Check. Mail a check to the BEC for the total amount of all attendees being registered at least five (5) business days prior to the workshop.
2. Purchase Order. Provide the PO # at the on-site registration or mail/ fax/ email a PO # that covers the total amount of all attendees being registered at least five (5) business days prior to the workshop.
3. Other. Call for other payment arrangements.

In the case of late registrations: contact the BEC office to determine payment arrangements. We are unable to accept credit card payments at this time.

### **Cancellations:**

1. For a full refund, notice of cancellation is required by email at least five (5) business days prior to a workshop start date.
2. For a 50% refund, notice of cancellation is required by email at least three to four business days prior to a workshop start date.
3. No refund will be issued for cancellations received within two days of a workshop start date.
4. The BEC reserves the right to credit a paid registration for a future workshop for individuals who cancel attendance within two days of the workshop.
5. Workshop registrations may be transferred to another person as long as the BEC is notified by email of the individual(s) who will be the replacement attendee(s).
6. The BEC will email all registrants of any trainings canceled due to low enrollment at least three days prior to the scheduled workshop date.

### **BEC Contact:**

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