



BEC Terms and Refund Policy 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. Therefore, for planning and execution purposes it is important for full payment or a PO # to be received in advance according to the terms below, and for us to be notified by email of any cancellations per the cancellation terms.

Payments:

Registrants must pay in full or send a PO # 10 business days prior to the workshop start date by one of the following methods. We are unable to accept credit card payments at this time.

1. Mail a check to the BEC for the total amount of all attendees being registered 10 business days prior to the workshop.
2. Enter the PO # during registration, or mail/fax/email a PO # that covers the total amount of all attendees being registered 10 business days prior to the workshop.

Cancellations:

1. For a full refund, notice of cancellation is required by email ten business days prior to a workshop start date.
2. For a 50% refund, notice of cancellation is required by email six to nine business days prior to a workshop start date.
3. No refund will be issued for cancellations received zero to five days prior to a workshop start date.
4. 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.