

# ESC-2 Cancellation/Refund Policy

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All requests for cancellation must be submitted through escWorks or in writing to ESC Region 2 (ESC-2) and **received no later than 5 working days before the scheduled start of an event.** In the event of a Conference Cancellation/Refund Policy, the conference policy shall take precedence over the ESC-2 Cancellation/Refund policy.

## *To notify ESC-2, select from the following methods*

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Select a method below. For options #2 - #4, please specify the workshop number and reason for cancellation.

1. Cancel workshop event via escWorks:  
See [Page #2](#) for how-to instructions.
2. Written requests via escWorks:  
Select the 'Contact Us' link on the registration page.
3. Written requests via e-mail submitted to:  
[workshop@esc2.net](mailto:workshop@esc2.net)
4. Written requests via mail submitted to:  
Education Service Center, Region 2  
Attention: Registrar  
209 North Water Street  
Corpus Christi, TX 78401

## *Refund Policy for Events Canceled or Rescheduled by ESC-2*

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- Participants will receive a full refund for events cancelled by ESC-2.
- Participants who cannot attend the rescheduled workshop will receive a full refund.
- ESC-2 will not be liable for any other expenses incurred by the registrant.

## *Refund Policy for Events Canceled by Participant*

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- Participants will receive a 90% refund.
  - No refunds issued for online courses, non-attendance, missed workshop, or late cancellations (see 5 day policy above).
  - Please allow up to 4 weeks to process all refunds.
- Payment from a missed workshop is not transferrable to another event.
- In the event a participant pays for but does not attend a workshop, the participant is entitled to the materials for the event (subject to presenter approval). Participant is responsible for any shipping and handling costs and must submit a request in writing for materials within 30 days of the workshop training date to ESC-2.

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## How to change/cancel a registration in escWorks:

The image shows a teal navigation sidebar with the following sections and items:

- Quick Links**
  - 1. **sign in** (highlighted with a red box and callout 1)
- Home**
- Search Options**
  - Search
  - Browse Workshops
  - Calendar of Workshops
  - Online Workshops
  - Conferences
- My Account**
  - Professional Development Record
  - User Account
  - 2. **Registration History** (highlighted with a red box and callout 2)
  - Subscriptions
- Contact Us**

My Account: Registration History

The image shows a table with the following structure:

Workshop ID	Title
1231135	Classroom Management Survival Kit

Callouts 3 and 4 point to the 'Change Registration' and 'Cancel Registration' links respectively. A 'Print Confirmation' link is also visible.

1. Sign-in to escWorks
2. Select 'Registration History'
3. If available, you can select '**Change Registration**' to move to a later workshop date.
4. If available, you can select '**Cancel Registration**' to cancel the registration.

If the 'Cancel Registration' link is not available, submit a written request to ESC-2 as detailed above.