

CASE encourages participants to register early and pay with a credit card to secure their spot in the CASE Institute. Participants registering for a CASE Institute agree to the following cancellation policy.

1. Registration

- Early registration with credit card payment and PO is priced at an early bird rate through the end of February.
- Starting March 1st, CASE will **only accept payments with credit cards** with a fee of \$200 more than the early bird rate.

2. Purchase Order Policy

- PO# is entered, and documentation is submitted at the time of registration.
- Payment in full must be received within 45 days of registration if paying with a Purchase Order, or the registration may be canceled, and the space in the institute will open for waiting participants.

3. Cancellation and Refunds

CASE Institutes

- Participants will be reimbursed the full cost minus a \$500 administrative fee if they cancel before April 15th.
 - A 5-day grace period after registration is allowed to cancel or change CI registrations with no penalty.
- After April 15th, no refunds will be remitted unless it is an extenuating circumstance.
- Additional refunds or deferments will only be considered for extenuating circumstances that the executive committee must review and approve.

BriefCASEs

- Participants will be reimbursed the full cost minus a \$250 administrative fee if they cancel at least 30 days before the event.
 - A 5-day grace period after registration is allowed to cancel or change BriefCASE registrations with no penalty.
- Within 30 days, no refunds will be remitted unless it is an extenuating circumstance.
- Additional refunds or deferments will only be considered for extenuating circumstances that the executive committee must review and approve.

4. Refund or Deferment Eligibility: A participant is eligible for refund or deferment if:

- The host cancels, reschedules, or postpones the event.
- Extenuating circumstances such as a catastrophic incident, medical emergency, etc.
 - Participants and/or school districts must provide documented proof of extenuating circumstances for registration to be eligible for a refund or deferment.
 - Refunds for extenuating circumstances must be reviewed and approved by the CASE Executive Committee.

5. Deferment

- In case of unforeseen circumstances or events, such as catastrophic incidents, medical emergencies, etc., participants can defer their payment to attend a CASE Institute the following year.
- The participant must use the deferred payment in the next year; otherwise, the funds will be retained by CASE.
- Participants granted deferment will have temporary access to the curriculum for the year.
- Scholarships granted for the current CASE Institute can be transferred to the deferred registration.
- Deferment can be transferred to another school district's teacher.

- Deferment can be for any course for the following year.
6. Host cancelation, rescheduling, or postponement
 - If the host cancels, reschedules, or postpones an event, the participant will have the option of a full refund, transfer to another institute without a fee, or a one-year deferment.
 7. Refund Processing Time
 - Participants who paid with a PO will receive the refund via check within 45 days of the request.
 - Participants who paid with a credit card will receive the refund within fourteen days of the request via credit to their credit card.