



Workshop Cancellation Policy:

Community Development Halton (CDH) reserves the right to cancel or postpone workshops due to under-enrollment, instructor illness or inclement weather. If a workshop is cancelled, you may transfer to another workshop or receive a full refund.

If your plans change after you have registered, you may:

1. **Designate a substitute** to attend in your place, at no extra cost. Please notify us of the name of the person attending as soon as possible prior to the workshop date for which you registered.
2. **Cancel your registration** no more than 3 business days before a workshop for a full refund.
3. **Transfer to another workshop**, provided that you notify us by email at least 2 business days prior to the workshop date for which you have registered. A \$10 administration fee will apply. We will not consider requests to transfer less than 2 business days prior to a workshop date.

If you fail to attend your scheduled workshop without required notification, as outlined above, your fee will not be refunded.

To request an exemption from this policy please contact acoburn@cdhalton.ca