

## **Illinois Early Intervention Training Program Cancellation/Refund Policy**

The Illinois Early Intervention Training Program will issue refunds to paid events as follows:

- The EI Training Program reserves the right to cancel any training event. Should the EI Training Program, for any reason, cancel an event, full refunds will be issued to all paid registrants.
- Full refunds will be issued to paid registrants notifying the EI Training Program, in writing, of cancellation at least 10 calendar days prior to the date of the event. No refunds will be issued to any Illinois Early Intervention Training Program event if less than 10 days notice of cancellation is given. When applicable, the registration fee less the cost of specific participant training material(s) will be considered a full refund.
- Late registrants, those registering less than 10 calendar days prior to the event, are not eligible for a refund.
- Bi-lingual language proficiency exams that are canceled and not rescheduled are eligible for full refunds upon written request from the party directly paying the EI Training Program. Refunds will be made to the party who directly paid the EI Training Program for testing services.
- No Show – No Refund. Late arrivals, those arriving beyond the 30 minute grace period and not allowed in to the training, are considered a ‘no show’.

Send notice of cancellation to [cancelregistration@illinoiseittraining.org](mailto:cancelregistration@illinoiseittraining.org). Please put ‘Cancel Registration’ in the subject line. Include your name and the name of the registrant, if different, and e-mail address, title and date of the event in the body of the e-mail.