



Cancellation and Refund Policy

UnityWorks must make financial commitments to its faculty, staff, contractors and facility in advance for all training and other events. If a Registrant must cancel, the following Cancellation Policy will prevail.

Cancellation by Registrant

1. Registrants must provide written notice of cancellation using the online [contact form](#). No other notice will be accepted.
2. If the registration fee has been paid by Purchase Order and the registration is cancelled within the time frames listed below, UnityWorks will invoice for the amounts indicated.

Cancelation and Refunds

- 61-90+ days prior to event: Full refund minus \$75 processing fee.
- 31-60 days prior to event: 50% refund minus \$75 processing fee.
- 1-30 days prior to event, and no shows: No refunds.

Cancellation by UnityWorks

1. UnityWorks reserves the right to cancel a training or other event due to low enrollment. Registrants will be notified via email, and other options will be offered at that time.
2. If UnityWorks cancels a training or other event and the registrant is unable to attend any of the alternatives offered, UnityWorks will refund 100% of any fees paid.

Note: UnityWorks is not responsible for making, changing or canceling any hotel or flight reservations.



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