

ASEE Learning Program Cancellation Policy

Request	ASEE Policy
Cancellation	Cancellation and refund requests must be sent in writing to education@asee.org a minimum of 2 weeks (14 days) before the scheduled program start date. All cancellations will incur a \$50 refund processing fee.
Late Cancellation	Cancellation requests made less than 2 weeks before the scheduled program start date are ineligible for a refund.
Substitution	Substitutions requests (requests to transfer a learning program registration to another individual) must be sent in writing to education@asee.org a minimum of 2 weeks (14 days) before the scheduled program start date. Substitutions do not incur a processing fee.
Absentee	Registrants who do not attend learning program sessions are ineligible for a refund.
ASEE-Initiated Cancellation	ASEE reserves the right to cancel a learning program three weeks (21 days) before the scheduled program start date. If a learning program is cancelled by ASEE, all program registrants will be notified via email and will receive a full refund.

Please direct questions to education@asee.org.