



## **CANCELLATION POLICY**

Cancellation of registrations for all education services must be received in writing no later than seven days prior to the event, in order to be eligible for a full refund. If you cancel, a fee of \$25 is charged. Cancellations must be submitted via fax (504) 525-1693 or email to [tricia@sfe.org](mailto:tricia@sfe.org). On-site registrations will be accepted on a space-available basis only. No-shows will not be eligible for a refund and are still responsible for payment. Instead of cancelling, we encourage you to send a substitute in your place. Substitutions are accepted at any time.