

## NWAESC Workshop Cancellation Procedure

1. Login to your shoebox account in escWorks, click on “Registration History,” (this will pull up everything you are registered for,) under this field, you will be given the opportunity to cancel your registration.
  1. You will receive an email letting you know that you have successfully canceled your registration.
  2. If you DO NOT receive an email, you **are still registered** for the class and responsible for all charges associated with that workshop. You will need to go back through the cancellation procedures and make sure you completed all required fields.
2. You are able to cancel your registration **up to 3 business days** before the workshop.
  1. Any cancellation after the 3 days will be billed to the district at full price, as a “No Show”.
  2. You are always welcome to send someone in your place. That person will need to cross through your name on the sign in sheet and write their name.