



Cancellation & Refund Policy

We understand life happens. Should you need to cancel your registration, you may substitute someone to take your place, at any time, at no cost to you.

If we cancel a class, we'll give you a choice between receiving your money back in full or receiving credit for a future training to take place within one year.

What should you do if...

- Your class is 14 or more days away: You may transfer once to any training within one year. If you have to cancel, you will receive a refund, minus a 20% administrative fee.
- Your class is less than 14 days away: You may transfer once to any training within one year. If you cancel, you will not receive a refund.

If you are registered and do not attend the class, you are responsible for the full fee and will not receive a refund if you have already paid.

Substitution, refund, or transfer requests must be submitted in writing to Child Care Partnership, 418 Wisconsin St, Eau Claire WI 54703 or by email to becca.elbert@wdeoc.org.