

## WDDS Continuing Education Course Cancellation Policy

### Participant Cancellation of Individual Courses:

- If written notification of the cancellation of an individual course is received and confirmed prior to 2 weeks of the course start date, the participant will incur a 20% administrative fee and will receive a refund for the remaining balance. Alternatively, the participant can receive a full transfer of the course payment to another course offered by the Wichita District Dental Society.
- If written notification of the cancellation of an individual course is received less than 2 weeks prior to the course start date, the participant will receive a full transfer of the course payment to another course offered by the Wichita District Dental Society. *No monies will be refunded for cancellations in this time frame.*
- No money or credit will be issued for 'no shows' at the course, nor for cancellation any time after the course start date.
- No money or credit will be issued if a participant begins the course and is not able to complete it for any reason.

### Participant Cancellation of WDDS Packages:

- If written notification of the cancellation an individual course is received and confirmed prior to September 1 (for packages purchased between July 1 and September 1), the participant will incur a 20% administrative fee and will receive a refund for the remaining balance. No refunds of the WDDS package will be allowed after September 1.

### Participant Cancellation of Participants Paying the Participation Fee:

- If written notification of the cancellation of an individual participation fee is received and confirmed one week prior to the Friday before a WDDS course on a Monday, the participant will be eligible to transfer their participation fee to a future course offered by the WDDS. *No monies will be refunded for cancellations of the participation fee.*
- No money or credit will be issued for 'no shows' at the course, nor for cancellation any time after the course start date.
- No money or credit will be issued if a participant begins the course and is not able to complete it for any reason.