



Canadian Teachers' Federation  
Fédération canadienne des enseignantes et des enseignants



## **CTF/FCE Events Cancellation Policy**

The Canadian Teachers' Federation (CTF/FCE) reserves the right to cancel the event due to low enrollment or other circumstances which would make the event non-viable. If the CTF/FCE cancels the event, registrants will be offered a full refund. Should your circumstances change such as you are unable to attend the event(s), the CTF/FCE allows you to transfer or cancel your registration.

Transfer of registration can be done at no extra cost by providing the CTF/FCE with the name and email address of the person to whom the transfer applies.

Cancellation is administered as follows: **\$25** administrative fee will be applied to refunds for cancellations made at least 15 business days prior to the commencement of the event to cover costs incurred in relation to your registration. Should you cancel less than 15 business days prior the commencement of the event, no refund will be payable.

All registration cancellations and refund requests must be made in writing via email to [Nika Quintao](#). If you have any questions and/or concerns regarding the above policy, please contact Nika Quintao.