

## Realtors of Central Colorado

### Event Cancellation and Late Arrival Policy

ROCC reserves the right to cancel any event for any reason; including but not limited to insufficient enrollment, instructor illness, and closings due to severe weather. If event is cancelled by the association, registered participants will be fully refunded for any fee(s) paid.

**CANCELLATION POLICY:** For a full refund, cancellation by a registrant shall be requested two full business days before scheduled event date. If cancellation is requested any later than two full business days prior to event start, a refund will not be issued. Absentees will be charged for the full amount of the event.

**Registrants may TRANSFER registration** to another person if ROCC is notified by the registrant by noon on the business day prior to event.

Registrants may call 719-539-3381 or email [info@rocc.realtor](mailto:info@rocc.realtor) to request cancellation or transfer of a seat.

**LATE ARRIVAL POLICY:** If a registrant arrives 10 minutes late or more to a class with CE credit, ROCC cannot issue that credit. State regulations require a minimum number of instructional minutes; therefore, we are not able to issue CE credit to late arrivals.

**EXCEPTIONS:** If an exception to these policies is requested, the Professional Development workgroup will review the circumstances and make a decision on a case by case basis within 14 days of the scheduled event.