



**Please note our cancellation policy:**

Full reimbursement (or cancellation of invoice) for the workshop or conference will be made if cancellations made in writing (email) are received at least five (5) business days before the start of the event. Full payment will be expected otherwise.

**Please note that you may always send a replacement from your school or district.**

Cancellation and replacement notices should be sent to: [info@vcsea.net](mailto:info@vcsea.net)

Thank you.