



**University of Nebraska – Lincoln
PLTW Course Training Institute
Cancellation Policy**

Please review the following University of Nebraska – Lincoln Core Training Institute Cancellation Policy in advance of registering for a training course. If you need additional information regarding the policy, please contact Sally Wei, PLTW Affiliate Director, at swei2@unl.edu.

All cancellation requests must be submitted either via email or postal mail. If a cancellation is sent via postal mail, it must be postmarked by the noted date in order to be processed.

- Registrations must be cancelled 30 or more days prior to the start of Core Training to receive a full refund.
- Registrations cancelled less than 30-15 days will be refunded 50% of tuition and fees for Core Training.
- Registrations cancelled 14-5 days prior to the beginning of Core Training will be refunded 25% of tuition and fees.
- Registrations cancelled less than 5 days from the start of the Core Training Institute will not be refunded any portion of the tuition and fees.

Please note:

- ***Refunds will be sent within four to six weeks after the Core Training Institute has concluded.***
- ***If the Core Training Institute summer course enrollment drops below 4 registered teachers, the course will be cancelled.***
- ***If, in the event of a natural disaster (flooding, fire, tornado, etc.), and the Core Training has to be canceled from the affiliate university perspective, then the schools/school districts will be refunded 100% of any payment that is received up until that point. Affiliate universities will give at least a 24-48 hour notice, and the participants will be contacted directly.***

Contact
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