

Professional Development Cancellation Policies

No phone registrations will be accepted.

Class size is limited--first come, first served.

Registrants who notify the Wilson Center of their cancellation on or before the registration deadline will not be required to pay the registration fee.

No refunds will be issued after the registration deadline (illnesses or unavoidable events will be dealt with on an individual basis).

Registrants who neglect to notify the Wilson Center of their cancellation will be responsible for paying the full fee.

Whenever possible, workshop materials will be forwarded to those individuals who do not attend and are assessed a registration fee.

If registration is not received prior to registration deadline, the Wilson Center cannot guarantee handouts and lunch.

The Wilson Center reserves the right to cancel and/or change the location of workshops.

If enrollment is inadequate, the workshop will be cancelled, the registrants notified, and a full refund will be provided.

Weather Related Cancellation Information

In case of inclement weather, you can tune in to one of the television or radio stations listed below for information on cancellation of the training, or check the Wilson Education Center's website www.wesc.k12.in.us.

Television

Louisville: WAVE 3, WHAS 11, WLKY 32

Cincinnati: WKRC 12

Radio

Louisville: WHAS 84, WAMZ 97, WLKY 970

Cincinnati: WLW 700