

## Cancellation Policy

### Facilitating Cross-Cultural Change (FC3)

If sufficient confirmed registrations have not been received 4 weeks in advance of the scheduled starting date i.e. by January 25, 2019, the workshop may be cancelled. In the unlikely event that the workshop is cancelled, all confirmed participants will be notified immediately and receive a full refund.

If a participant chooses to cancel their confirmed registration, or cannot or does not attend the workshop, the following refunds will apply:

Refund Schedule: (Cutoff Date: February 1, 2019)

Cancellation Request	Refund
By February 1, 2019.	100% less administration fee
After February 1, 2019	No Refund
*All cancellation requests must be received in writing to events@hireimmigrantsottawa.ca	

For more information contact Lorena Costa at [lcosta@hireimmigrantsottawa.ca](mailto:lcosta@hireimmigrantsottawa.ca)