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Professional Development Payment, Cancellation, and Refund Policies

As a small business conducted through a home office in Wilmington, NC, Marine CSI: Coastal Science Investigations is not affiliated with any other company or business when scheduling and handling payments for professional development opportunities. Therefore, any and all policies set forth herein are the procedures followed under the ownership and responsibility of Marine CSI: Coastal Science Investigations, also doing business as Marine CSI.

PAYMENT POLICY:

Payment for a professional development opportunity must be made through the secure site link **no less than one (1) week prior** to the date of the event, unless the registration period has been extended by Marine CSI.

STANDARD CANCELLATION POLICY:

Full refund will be given to registrants **up to two (2) weeks prior** to the date of the event. Refunds will be processed through PayPal, and will include any fees paid in addition to cost of the professional development opportunity.

Any cancellations made **within two (2) weeks** of the date of the professional development opportunity will incur an administrative fee of \$15 on our Coastal Curriculum workshops and \$25 on our Marine Science workshops. **An exception** will be made for an **unexpected illness on the day of the event**.

Every effort will be made by Marine CSI to **credit a payment** for a later opportunity, if space is still available at the time of cancellation, but Marine CSI **reserves the right to not issue a refund if cancellation was made within the two (2) week policy period**. If Marine CSI cancels a workshop due to illness or weather-related events, a full refund or a credit for a later opportunity will be issued to the registrant.

TRANSFER POLICY:

In lieu of a refund, you may **transfer your spot** to someone else and avoid incurring cancellation fees. Please let us know as soon as possible by emailing us at education@teachmarinecsi.com with the subject line: "Workshop Transfer: [DATE OF WORKSHOP]" Write to us using the same email address provided to us on your registration, and include the full name and email address of the person who you would like to transfer your spot to.