



BHWP Training Cancellation Policy

For those paying with a credit card:

All requests to cancel or reschedule attendance at a training must be submitted in writing. Registration fees paid by credit card can be refunded within 180 days of initial payment. **We are unable to issue refunds after 180 days from initial payment.** If cancellation is after 180 days but within 21 days of training start date, a credit towards attendance at a future training will be offered. Cancellations and rescheduling requests received after materials have shipped (approximately 10 days before training) and "no-shows" will not be given a refund, nor credit toward a later program, unless able to provide documentation proving inability to attend the training.

For those paying through a check/organizational purchase order:

All requests to cancel or reschedule attendance at a training must be submitted in writing. Requests submitted at least 21 days prior to the training start date will be issued a full refund.

Cancellation or rescheduling requests not received 21 days prior to training start date will be given credit toward attendance at a future training only (no refund) unless able to provide documentation proving inability to attend the training (e.g., a medical emergency). Cancellations and rescheduling requests received after materials are shipped (approximately 10 days before training) and "no-shows" will not be given a refund, nor credit toward a later program, unless able to provide documentation proving inability to attend the training.

To submit a request, contact:

Program Administrator
Behavioral Health and Wellness Program
1890 N Revere Ct
Mailstop F478
Aurora, CO 80045

OR

Bh.wellness@ucdenver.edu