



CRCBR Class Cancel/Transfer Policies

CRCBR reserves the right to cancel any course if we do not have a minimum of twenty students registered. If CRCBR cancels a class, we will inform all registrants.

Transfers - All class transfers must be received in writing at the CRCBR office.

If you are unable to attend the class you are registered for, you may transfer your registration to another class of equal value. Class transfers must be made by 12:00 noon the day before the class. To transfer your class registration, fax or email (information below) the CRCBR office informing them of the class you are currently registered for and the class you wish to transfer to. Transfers requests made after 12:00 noon the day before the class will not be honored.

Cancellations - All class cancellations must be received in writing at the CRCBR office.

If you are unable to attend the class you are registered for, you may cancel your registration. There is no fee for cancellations made 3 or more business days prior to the class date. Cancellations made 1-3 business days prior to the class will be charged a \$10 cancellation fee. Cancellations should be received by 12:00 noon the day before the class. Cancellations received after 12:00 noon the day before the class will forfeit their registration fee and course materials.

"No-Shows"

If you are registered for a class and you do not attend or cancel/transfer before hand, you forfeit your registration fee and class materials. To avoid being a "no-show" please contact the CRCBR office with any transfers or cancellations before the day of the class.

If you are unable to attend a class due to personal illness, injury or other extenuating circumstances, please contact the CRCBR office.

Contact Information

212 S. Tryon Street
Suite 1150
Charlotte, NC 28281
Phone: 704-377-8982
Fax: 704-377-8983
Email: info@crcbr.org
Web: www.crcbr.org