

## Cancellations and Rescheduling

To request a cancellation or transfer of date, please complete this form and submit to the Education Department at [education@visitmosac.org](mailto:education@visitmosac.org). Cancellation or rescheduling requests over the phone are not accepted at this time.

*Rescheduling requests must be submitted as far in advance as possible. All rescheduling requests are subject to availability and may fill quickly.*

### Cancellation and Rescheduling Policy

- Programs can be rescheduled if your alternative date and time are available at no cost
  - *MOSAC will not allow credit for a later date past current program availability*
- Cancellations will be dated with the day the request is received.  
Refunds are as follows
  - Cancellations 0-10 days before a program, no refund will be issued
  - Cancellations 11-30 days before a program will be charged a \$50 cancellation fee
  - Cancellations 31 days or more before program date will receive a full refund

### Processing

- Please allow up to one week to process your request
- Refund will be returned to the original payment method

## Cancellation or Rescheduling Form

Name of registrant

School name

Teacher name

Order number

Program name and date currently registered for

Cancel or reschedule

If rescheduling, please provide alternative dates and times

If cancellation, reason for cancellation

Email

Phone number and best time to reach you