



EXECUTIVE EDUCATION

Public Program Registration Changes, Transfers, and Cancellations

We understand that sometimes life throws curveballs—and plans change. If you're unable to attend your program, we offer flexible options to help you or your organization still benefit from the experience. Because our workshops are designed for small, high-impact cohorts, last-minute changes can be disruptive. Our policies aim to balance flexibility for you with the commitments we make to our faculty, facilitators, and fellow participants.

For questions, please contact us at executive.education@du.edu. We appreciate your understanding and look forward to welcoming you or someone from your team to a future program.

Substitutions (Most Flexible)

- **More than 14 days prior:** Send a colleague or peer in your place at no cost.
- **Less than 14 days prior:** \$150 substitution fee.

Note: Substitutions may be accepted up to the day of the program if logistically feasible and/or does not negatively impact the learning cohort (final decision made by DU Executive Education team).

Transfers (One-Time Only)

- **More than 21 days prior:** You may transfer to a future program at no cost.
- **21-14 days prior:** \$150 transfer fee.
- **Less than 14 days:** \$250 transfer fee.

*Note: Only **one transfer** is permitted. If you are unable to attend the rescheduled session, your options are substitution (per above) or cancellation (based on withdrawal date from your original program).*

Cancellations

- **More than 30 days prior:** Refund minus \$150 processing fee.
- **30-14 days prior:** Refund minus \$350 processing fee.
- **Less than 14 days:** No refund.

Note: Not attending the program is considered a cancellation.

If We Cancel

If DU Executive Education cancels a program for any reason, you'll receive a full refund or a chance to reschedule—your choice.