



The National Institute

CONVERSION, SUBSTITUTION AND CANCELLATION POLICY

Carnegie Learning, Inc. is closely monitoring government recommendations regarding COVID19, and will make every effort to ensure the safety of all attendees to The National Institutes. We recognize that the situation is fluid and that circumstances may arise which require schools or districts to make changes to their attendance plans.

Substitution or Cancellation (Math or Literacy)

Carnegie Learning, Inc. understands that circumstances may arise which require a substitution or cancellation of a participant's registration. There is no charge for any changes submitted prior to May 2, 2022. However, if a substitution or cancellation is submitted after May 2, 2022, penalties will be applied as follows:

SUBSTITUTIONS

Replacing an attendee

- A substitute attendee will take the place of the confirmed attendee for the conference, and will attend in the originally selected format.
- Carnegie Learning, Inc. may assess, at its sole discretion, a \$50.00 administration fee to make the change.
- For **onsite** attendance, if travel has already been booked for the original attendee, the school entity **will be required** to absorb the cost of the new airline ticket purchase for the replacement attendee, or, at minimum, the cost of the ticket change.

CANCELLATIONS

1. Cancellation without a replacement attendee

- Confirmed attendee's registration is canceled.
- If your school or district has not previously held over your purchased TNI seats, you may elect to transfer your paid seats to the next consecutive year's event (provided that no travel bookings have occurred, where applicable).
- In the event that travel has been booked for the canceled attendee, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to half of the inclusive registration purchase, or the full amount of booked travel (airfare + hotel), whichever is greater.
- For attendees using purchased PD days for payment, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to one full PD day per attendee canceled.



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2. Cancellation after May 2, 2022

- Confirmed attendee's registration is canceled.
- You may elect to substitute another attendee for the canceled attendee with the above stipulations (see "Substitution").
- If you have not previously held over your purchased TNI seats, you may elect to transfer your paid, registered seats to the next consecutive year's event provided that no travel bookings have occurred. (see Cancellation #1).

3. Flight Changes

- Carnegie Learning will provide access to our third party travel agent after May 2, 2022, for all onsite attendees
- Attendees who cancel attendance following the release of the travel agency contact information will be subject to the following:
 - **Replacement attendee** - if the originally registered attendee is unable to attend the institute, and the school wishes to replace the attendee, but a flight has already been booked, the school entity **will be required** to absorb the cost of the new airline ticket purchase for the replacement attendee, or, at minimum, the cost of the ticket change.
 - **Cancellation without a replacement attendee** - If the originally registered attendee is unable to attend the institute, no replacement attendee is available, and travel has been booked for the canceled attendee, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to half of the inclusive registration purchase, or the full amount of booked travel (airfare + hotel), whichever is greater. For attendees using purchased PD days for payment, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to one full PD day per attendee canceled.
 - **Attendees who elect to book flights outside of our 3rd party travel agency**, (direct through the airline, or using their own self-determined service) If a registered attendee elects to book their own flight, then cancels attendance will be responsible for the cost of their purchased airfare. Carnegie Learning is not responsible for any flight booked outside of our third party travel agency's services. If your attendee elected to book their own flight, and will no longer attend, they will be responsible for the cost of their self-purchased flight. No reimbursement will be issued to the attendee for flights purchased outside of our travel agency. The district may still elect to replace the attendee, or roll the registration to the next consecutive year's institute per the cancellation policies detailed above.