



## Duke Summer Training Institute Cancellation Policy

The Duke – NC PLTW Cancellation Policy is based on the date of cancellation and whether we have time to fill the seat and hotel room with another teacher as well as the cost expended by NC PLTW on behalf of the teacher canceling his or her seat.

If a teacher cancels a reserved STI seat within:

1. the 7-day week before the beginning of the STI and the seat is not filled, the cancellation fee is **the full STI registration fee plus hotel cost.**
2. the 7-day week before the beginning of the STI and the seat is filled, the cancellation cost is **\$1100.**
3. two weeks before the beginning of the STI and the seat is not filled, the cancellation cost is **\$600 plus the hotel cost.**
4. two weeks before the beginning of the STI and the seat is filled, the cancellation cost is **\$600.**