



**Refund Policy for all:**  
**Events / Trainings / Activities / Reservations**

*\*All refund requests must be submitted, to the professional staff advisor, in writing (i.e. email request) prior to the event as the policy states below.  
Extenuating circumstances will be considered.*

30 days or more prior to an event – 100% refund

29-15 days prior to event – 70% refund

14 days-8 days prior to the event – 30% refund

7 days or less prior to event – 0% refund

Should you use an incentive / coupon / etc where there is a reduction in fees or complimentary then the refund / change in registration / reservation is as follows:

30 days or more prior to an event – 100% discount / incentive may be transferred to another registration

29-15 days prior to event – 70% discount / incentive may be transferred to another registration

14 days-8 days prior to the event – 30% discount / incentive may be transferred to another registration

7 days or less prior to event – 0% discount / incentive may be transferred to another registration

