



## Registration Fees

The \$500 is payable upon receipt of invoice or payment can be mailed with the Registration Form at the time of enrollment. Fees include training materials.

## Cancellation Policy

To ensure maximum benefit, we limit the number of individuals per course session. We understand, however, that sometimes more pressing demands on your time may arise between the time you registered and the actual course date. Cancellations made **15 days or more prior to the start date of the course** are subject to a full refund. If cancellations are made **at least 10 days prior to the course start date**, your registration fee may be applied towards another course to be taken within one year or a colleague can attend in your place. Confirmed participants who cancel less than 10 days prior to the course start date or do not attend their scheduled course are **responsible for the entire fee**.

For any questions or concerns please contact:

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