



## **POLICIES AND TERMS – Facilitation for P2 Practitioners (FP3) – In-Person Training**

Every course has a minimum and a maximum number of participants. If an insufficient number of people have registered and paid for a course by the Early Bird Registration Deadline, the course will be cancelled or rescheduled. If more people are interested in registering than can be accommodated, a waiting list will be established. A Go/No-Go decision will be made by the Early Bird Registration Deadline and will be announced via email. Participants are advised not to make non-refundable travel arrangements until you receive confirmation the course is moving forward.

### **PAYMENT TERMS**

**Your registration will not be complete until payment is received.** If you do not able to pay online at the time of registration, an invoice will be emailed to you or the person you designate using the COMMENT BOX located in the Special Circumstances section of the registration form.

**Payment is due upon receipt of the invoice.** Please contact [jennifer@theparticipationcompany.com](mailto:jennifer@theparticipationcompany.com) if:

- You have not received an invoice within 5 business days of registering;
- You need to make arrangements to pay after the Early Bird Registration deadline.

Special arrangements for payment can be made by contacting Jennifer.

**IMPORTANT NOTE:** Historically, TPC has had full classes with people on waiting lists. If we have not received payment for your registration by the Early Bird Registration Deadline and you have not otherwise made payment arrangements with us, we reserve the right to offer the seat to someone on the waiting list.

### **CANCELLATIONS / SUBSTITUTIONS**

#### **CANCELLATION POLICY**

Cancellations received more than 30 days prior to the first day of training are fully refundable. Cancellations received fewer than 30 days prior to the first day of the training are non-refundable. In the event a training is cancelled by TPC, all registered participants will receive a full refund. In the event a training is rescheduled to dates that do not work for you, a full refund will be issued.

In all circumstances, please contact [jennifer@theparticipationcompany.com](mailto:jennifer@theparticipationcompany.com) with questions.

#### **SUBSTITUTION POLICY**

Substitutions are allowed (one person to attend the full course) at no extra charge. If possible, please notify TPC via email or telephone call prior to the training.

As noted above, please contact [jennifer@theparticipationcompany.com](mailto:jennifer@theparticipationcompany.com) with questions.