

## **The Subject-Object Interview Course: Cancellation Policy**

### **Payment Policy:**

Full payment is due within 10 days of invoice issue to guarantee your space in the Subject-Object Interview course. **Registrations not paid within 10 days will be cancelled.** We cannot guarantee you a spot in your desired course once your registration has been cancelled. Re-registration is allowed only when there is space available in the course.

### **Cancellation Policy:**

Payment is fully refundable up to 28 days before the start of the course, less a 10% processing fee; it is not refundable thereafter. We reserve the right to cancel 28 days prior to the course, and if so, will refund your registration fee in full. In the event a refund must be paid by bank or wire transfer, additional fees may apply.

### **Transfer Policy:**

If you are unable to attend a course you have already paid for, you may send a colleague in your place to the same course or register for the next course date, pending availability.

### **Non-participation (“no-show”):**

HalgrenCoaching will not issue any refunds, transfers, or credits to course participants who are absent from their scheduled course without notice.

### **Cancellation at HalgrenCoaching’s Option:**

In the event HalgrenCoaching needs to cancel a course, we will contact all participants using the email address provided during registration and post a notice on our website. In these cases, participants may choose one of the following:

- A full refund (less transaction fees for bank transfer or wire refunds)
- No-cost transfer to another, upcoming course date (space permitting)
- Full credit of tuition paid that can be applied towards registration for a different course (space permitting).

In the event we are not able to accommodate a transfer (above) we will issue a full refund (less transaction fees for bank transfers or wire refunds).

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