

# Workshop Cancellation Policy

## Individual Registrants

We rely on an accurate attendance count to make important arrangements for our workshops and classes. If a participant needs to withdraw from a workshop, they must inform us in writing via email **no later than 14 days prior to the first day** of the scheduled workshop. We will confirm the receipt of the cancellation as soon as it has been received.

For any cancellations that are made **more than 14 days (2 weeks) prior** to the workshop, you will be charged a non-refundable administrative fee of \$25.

Cancellation requests made **between 7 and 14 days (1 and 2 weeks) prior** to the start of the workshop will be charged a minimum of 50% of the original workshop fee.

**No refunds will be available for cancellations within one week of the workshop.** Please take this into account when you sign up for a workshop.

The Room Rental cancellation policy is provided on the Airbnb website ([www.Airbnb.ca](http://www.Airbnb.ca)) and is different than the one provided in this cancellation policy, and only applies to participants who booked a room during the time of the event.

Workshop registration **can be transferred** to another individual should you choose to withdraw. Requests must be made in writing via email, or other forms of written communication **no later than 7 days prior to the workshop**.

We reserve the right to cancel or reschedule any workshop for any reason, including canceling a workshop that does not meet minimum registration requirements or canceling a workshop due to inclement weather. If we cancel a workshop, all paid participants will be given the option of a full refund or to have their tuition applied to the rescheduled date. Rescheduled workshop information will be posted on our website [www.discovercalmness.com](http://www.discovercalmness.com).

## Institutions and Organizations That Book a Workshop

If you have booked a workshop and need to cancel for any reason, please notify us immediately. If you cancel within two weeks of the date of your workshop, you will only be responsible for your non-refundable deposit.

If you cancel within one week of the date of your workshop, you will be responsible for half the cost of the workshop.

If you cancel within 24 hours of the date of your workshop, you will be responsible for the entire cost of the workshop.

## Inclement Weather Policy

If you have registered for a workshop and traveling may be hazardous the day of the workshop, please use your own judgment when deciding to attend. Those who cannot attend a workshop because of inclement weather should contact us and refund decisions will be made on an individual basis.