

## **Cancellation/Refund Policy**

We recognize you may occasionally need to cancel your registration. If you wish to receive a refund, we must receive your written request for cancellation ***no less than five business days*** prior to the workshop start date. If you request a refund, a \$60.00 processing fee is deducted. We are sorry that we cannot provide a refund or credit if we receive your written cancellation in four or fewer business days before the start of the seminar.

If you have requested a refund it may take several weeks to process. It is dependant on your method of payment. Checks may take up to 6 weeks since refunds are cut through the Commonwealth of Virginia. Processing of refunds to debt or credit cards will vary based on your financial institution.