



Facilitation First Inc.

Public Workshop Cancellation Policy

Cancellations made in writing more than 15 days prior to the workshop will result in a full refund of the workshop fee.

Cancellations made less than 15 business days but more than 10 business days prior to the workshop result in a 50% workshop fee refund.

Cancellations made less than 10 business days prior to the workshop date are not eligible for refunds.

You may defer your workshop participation to a later workshop date once, but deferrals must be received in writing more than 15 business days prior to the workshop date.

If you defer your participation 15 days or more before the workshop date, there is no charge. If you defer your workshop participation less than 15 days but more than five business days before the workshop, a \$150 administrative fee will be charged.

If you defer your participation to our next public workshop less than five business days prior to the workshop, we will offer you a discount (amount contingent on the number of business days prior to workshop) to attend our next public session, but no refund will be given.