

## **CANCELLATION POLICY**

### **Cancellations and Refunds**

Full payment is due upon registration. When registering online, a choice will be given to use a credit card or to mail a check for the retreat fee. The check must be received within 7 days in order to maintain the registration.

If you need to cancel your registration for a retreat, please provide as much advance notice as possible so that we can offer your place to another retreatant. Registration fees cannot be transferred to another retreat.

If a request for cancellation is received fourteen (14) or more days prior to the start date of a retreat, a refund of the retreat cost minus a \$50 administrative fee will be issued. If a cancellation request is received less than fourteen (14) days prior to the start of a retreat, 50% of the program cost will be refunded. Refunds cannot be transferred to another retreat.

No refund will be given if a retreatant leaves early or arrives late. Out of consideration for others on the waiting list, please make a commitment to attend the entire retreat.

If you have any questions, or if you would like further assistance in registering for Transforming Center retreats, please contact us a (630) 588-8133 or [info@thetransformingcenter.org](mailto:info@thetransformingcenter.org)