



Train the Trainer Cancellation Policy

Should a registrant determine they are unable to participate in their selected course a full or partial refund may be available depending on circumstances and deadlines.

1. Cancellation before registration deadline:

Refund: 100% of initial payment

Course Transfer: No fees to transfer to a later date

Participant Transfer: No fees to transfer to another employee

2. Cancellation after registration deadline, up to 6 weeks prior to in-person program start date:

The program has officially begun once the registration deadline has passed. At this time, the participant's books have been ordered, online program has been created and the welcome call is scheduled.

Refund: A partial refund will be provided. SITE will retain the cost of materials (plus shipping) and \$100.00 towards administrative fees – the remainder will be returned to the credit card used to register for the program.

Course Transfer: At no extra cost, participant can transfer their registration towards a future Train the Trainer date/location. Book can be kept at that time but online course-work will be turned off. Participant must specify in writing which date/location they would like to transfer their registration to.

Participant Transfer: Registration can be transferred to another employee within their company, provided the original registrant can provide the new participant with the book within 6 weeks of the in-person start date. An administrative fee of \$50.00 will be required. This option is only available up until 6 weeks before the in-person start date.

***If new registrant still agrees to start the program with 6 weeks, they must sign a waiver agreeing to the expectations of the program and the possible additional burden of coursework in the shortened timeframe.**

3. Cancellation within 6 weeks of in-person program start date:

Refund: A partial refund will be provided. SITE will retain the cost of materials (plus shipping) and \$100.00 towards administrative fees – the remainder will be returned to the credit card used to register for the program.

Course Transfer: At no extra cost, participant can transfer their registration towards a future Train the Trainer date/location. Book can be kept at that time but online course-work will be turned off.

Participant Transfer: Not available.



Train the Trainer Late Registration Appeal Waiver

Name of Registrant: _____

Session Date: _____ Session Location: _____

By signing below, you acknowledge that you will have less time than other candidates to complete all of the preliminary work required of Train the Trainer candidates. Your signature constitutes an agreement to **waive your right to an appeal based on the preliminary work and acknowledge that shortened preparation time may result in an undue burden on the participant.**

Registrant Signature: _____

Date of Signature: _____