



COMMUNITY BOARDS

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CommunityBoards.org

Facebook.com/communityboards

CONFLICT COACHING 101

Cancellation & Refund Policy

Though it rarely happens, we reserve the right to cancel a training. Should we cancel, registrants will receive a full refund. We also reserve the right to substitute trainers or presenters. All other cancellations will receive a refund minus the appropriate cancellation fee described below.

- Cancellations **11 or more business days before** the training start date will incur a **\$40 cancellation fee**. This fee will be waived one time if registration is applied to a future training that begins within twelve months of the training start date.
- Cancellations **6-10 business days before** the training start date will incur a **\$75 cancellation fee**. \$40 of this fee will be waived one time if registration is applied to a future training that begins within twelve months of the training start date.
- Cancellations 5 or fewer business days before the training start date will incur **HALF THE ENROLLMENT FEE**. \$75 of this fee will be waived one time if registration is applied to a future training that begins within twelve months of the training start date.