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Seminar and Training Registration & Cancellation Policies:

- Pre-registration and pre-payment are required for all events. Registrations that do not include payment will not be processed.
- Purchase orders are not considered payment. Invoices will be issued for purchase orders received; however, registrations submitted with a purchase order will not be confirmed until payment is received in our office.
- Space is limited in all training events. Maximum capacity for 2-day trainings is limited to 30 participants.
- Registrations will only be accepted based on space availability for each event. Paid registrations will receive preference.
- Cancellations received in our office at least two (2) weeks prior to the event will be assessed a \$50 cancellation fee (per person, per event).
- Cancellations received less than two (2) weeks prior to the event are non-refundable. No refunds will be given for no-shows.*
- Substitutions will be allowed within the same event(s) without incurring a cancellation fee. Please notify the CF Learning office of substitution prior to the event.
- Group discounts will be applied if the following guidelines are met: All of the group registrations must be submitted TOGETHER and payment in full is required at time of registration.

**The purpose of this cancellation/refund policy is to enable CF Learning to meet its financial obligations to the conference sites/facilities which are usually based upon the number of expected participants' meals, meeting space rental fees, presenter fees, and the per person cost of materials.*