



Public Workshop Cancellation/Postponement Policy

The following refund policy applies to any registrant who wishes to cancel or postpone their registration in a Designed Learning public workshop.

- From the date of registration through 21 calendar days prior to the start of the workshop, a \$100 administrative fee will be charged, and the balance of the registration fee will be refunded.
- From 20 calendar days through 7 calendar days prior to the start of the workshop, a 50% administrative fee will be charged, and 50% of the registration fee will be refunded.
- From 6 calendar days through the start of the initially registered workshop no refund will be given.
- At any time, a registered participant may designate a substitute to replace the registrant at no charge. Additionally, a registered participant may postpone their registration once, to the next scheduled workshop, at no charge. Once postponed, no changes except for a substitution may be made to the registration and no refunds will be given.
- Special events are unable to be modified or refunded.

Administrative Cancellations

Designed Learning reserves the right to cancel a scheduled workshop in the event the enrollment falls below a threshold that would impact the quality of the session for participants or if conditions necessitate the cancellation of a workshop. If so, participants will be offered the choice between a full refund or the option to shift their registration to the next scheduled workshop with the above cancellation/substitution policy adjusted to the newly registered date.

NOTE: Flawless Consulting 1 is a prerequisite for attendance at Flawless Consulting 2.