

Donna Intera – Agreement **Workshop Terms & Conditions**

Personal Conduct

As a participant in the course, I agree to respect the confidentiality of all participants and their remarks, and I agree to keep all such materials private and confidential and that I must receive written permission from Joanne Robinson of Donna Intera to photocopy materials.

I agree to notify course personnel of any prescriptions or medical advice that must be followed during course sessions.

I understand this course is educational and not psychotherapy or a substitute for psychotherapy.

Cancellation Policy

When you sign up for a class, you are (1) reserving a spot that prevents another person from taking that workshop, (2) being counted in the minimum number of enrolments, which sometimes determines whether or not the course will run. We rely on your attendance to make important arrangements for the workshop. If you need to withdraw from a workshop, you must inform us no later than 7 working days prior to the scheduled workshop you have booked. We will then refund your deposit. Less than 7 working days, we cannot make refunds and refunds cannot be made for participant no-shows.

All deposits, payments, and membership fees are non-transferable. Donna Intera cannot provide refunds, transfer payments, or offer makeup sessions for classes missed as a result of illnesses, job losses, emergencies or events beyond anyone's control.

If Donna Intera Training Services need to cancel a workshop, participants will be notified at least 7 days prior to the first day of the scheduled workshop and Donna Intera will immediately issue refunds. All deposits, including any registration fee will be refunded IN FULL if we cancel a workshop due to low enrolment or instructor scheduling conflicts.

Payments

On line fees should be paid to Donna Intera before the commencement of the workshop. If paying by cheque, payment must be received 7 working days before commencement of workshop. Cheques should be made payable to Donna Intera.

Facilities on the Day:

Please note that the training room has no wheelchair access or crèche facilities and there is a small flight of stairs to climb.

Refreshments

Tea/Coffee and other light refreshments will be made available on the day. For full day workshops, please bring pack lunch. Alternatively there is a bistro adjacent to the offices and cafe and coffee rooms are within a short walking distance.

Client Confidentiality

Your details will not be shared with a third party and are kept strictly confidential.

Donna Intera reserves the right to remove any student from a workshop at the Trainers discretion.