

Please review the policies below:

1. Please note to ensure you are formally enrolled in the course we must receive full payment or you must make alternate arrangements directly with the WTC for payment within 10 business days from the date your registration is received. (You will be contacted via your supplied email address upon receipt of the registration from WTC.)

From the time your registration is received, your spot will be reserved for 10 business days. If we do not receive payment or contact from you regarding payment within that time your spot **will be made available** for the next customer.

If you submit your full payment at the time of registration your space is guaranteed at that time.

2. For all courses participants will receive prerequisite and final course details approximately 5 business days before the start of the course. Please contact the WTC if you do not receive this information. Cancellations must be received in writing no later than **10 business days** prior to the course (**15 business days** for Practical Workshop Facilitation Skills). After this time, the full registration fee will apply. Replacement participants are accepted anytime. Invoices will be sent for non-attendance.