

Course Registration Terms & Conditions

Cancellation Policy

Please note that it is often difficult for us to find someone to fill your seat. You will not incur a cancellation charge if you can find a substitute to take your place. We charge a cancellation fee because there is a cost associated with the registration process. We also commit to purchasing food, course materials and individualized on-line testing as your registration is processed. If you think there is a possibility that you may cancel, please read our Refund Policy below before you complete the registration process.

Substitutions

You may substitute another person at any time without incurring any additional charges. Simply return to the course registration and use the substitution option to put another person in your seat. You may also call the training center and we'll be glad to do this for you.

Refund Policy (Except FREE Courses)

If you must cancel your registration, we will refund your payment up to 21 days before the course date less a \$100.00 cancellation fee. If you cancel within 14 days of class, a \$250 cancellation fee will apply. If you cancel 10 days or less or if you fail to show up without cancelling, you will be charged the full amount of the course. Cancellation fees apply whether payment has been processed or not. Cancellation fees are non-negotiable.

Transfers

If the date you originally booked a class for no longer works for you and you wish to transfer please note there will be a \$50 transfer fee due at the time of transfer. Transfer must be within 6 months of original date booked, unless we don't offer that course within that time

frame. If you want to transfer to a different course and will have a balance remaining due to a more expensive course that total will be due along with the transfer fee at booking. Please call or e-mail the office with any transfers.

Housekeeping Guidelines

We have done our best to create a favorable environment for teaching and learning. We ask that you be considerate of the instructor and others during class. There is plenty of time for questions and discussions during each course.

We ask that you please follow our simple housekeeping rules:

- Cell phones silenced during class
- Don't talk to others while the instructor is teaching
- Don't wander in and out of class to make phone calls
- Don't be rude to others

Safe Environment

SAFETY FIRST! We do our best to create a safe environment and ask that you don't intentionally create any hazard. **HORSEPLAY WILL NOT BE TOLERATED!** If you observe an unsafe condition or an unsafe action, please bring it your instructors' attention immediately.

Expulsion

In the event that you do something illegal, harm or threaten another student, repeatedly distract or disrupt you may be asked to leave. We want everybody to have a great experience. participate and take back valuable information. Our instructors maintain order in the classroom and are empowered to ask you to leave if you interfere with them doing their job. There will be no refund in the event you get asked to leave.

Model Release

By registering to attend a Winners' Circle Training Centers course, you hereby grant to Winners' Circle Training Centers the absolute and irrevocable right and unrestricted permission to use, re-use, display, distribute, transmit, publish, re-publish, copy, or otherwise exploit, either in whole or in part, either digitally, in print, or in any other medium now or hereafter known, for any purpose whatsoever and without restriction, photographs taken of me, or in which I may be included; to alter the same without restriction; and to copyright the same.

You understand and agree that Winners' Circle Training Centers and its Photographer may or may not use my name in conjunction with the photographs as he or she so chooses.

You hereby release and discharge Winners' Circle Training Centers and its Photographer, and his or her agents, representatives, and assignees from any and all claims and demands arising out of or in connection with the use of the photographs, including without limitation any and all claims for invasion of privacy, right of publicity, and defamation.

You represent that you are over the age of eighteen (18) years and that I have read the foregoing and fully understand its contents. This release shall be binding upon you, you heirs, legal representatives, and assigns.

Course Cancellations

Winners' Circle Training Centers may cancel course offerings with prior notice and issue a full refund to registrants. Although this is a rare occurrence, some courses require minimum attendance for certain activities, certified instructors may get sick or have emergencies or other circumstances beyond our control. Winners' Circle Training Centers does not accept responsibility for any losses you might incur for non-refundable airline tickets.

Winners' Circle Training Centers may work with you and your airline in the event of a course cancellation in an attempt to recycle non-

refundable airline tickets or may at our discretion offer compensation in the form of tuition reduction or free course registration for any of our courses.