

Please note:

- All registration and course fees are paid to Reiki Master, '**Donna Henderson**'.
- Each student is required to read and sign this Payment and Refund Policy to understand the commitment they are undertaking before registering for course. Send along with registration.

PAYMENT AND REFUND POLICY FOR REIKI WORKSHOPS

1. General

Registration is open from the date the class is posted until one week prior to the class start date. All classes have a limited number of spaces available. Once those spots are filled, the registration for the class is closed.

2. Course Fees

The course fees (subject to change) are as follows:

- Reiki ~ Level I: \$250.00 * (Price includes: instruction, course manual, attunement)
- Reiki ~ Level II: \$325.00 * (Price includes: instruction, course manual, attunement)
- Reiki ~ Master Level - \$1,750 * (Price includes: instruction, course manual)
- Reiki Master ~ Attunement Workshop - \$350.00 (Price includes: instruction, course manual, attunements)

3. Course Fees

The course fees must be paid in full at the time of registration for the Reiki workshop.

4. Methods of Payment

- PayPal or eTransfer
- Personal cheques and cash are not accepted for workshop fees.

5. Notice of Withdrawal

Notice of withdrawal by a student to the Reiki Master must be made first by telephone and confirmed in writing.

6. Limit of Refund

Where total workshop fees have not been fully collected, the Reiki Master will not repay any more than the amounts paid.

7. Refunds Before the Course Starts

- If a student provides written notice of withdrawal thirty (30) days or more before the start of the course:
 - For the **Reiki ~ Level I, Reiki ~ Level II, and Reiki Master ~ Attunement workshops**, a refund for the workshop fees less a \$25.00 administration fee will be provided.
 - For the **Reiki ~ Master Level workshop**, a refund for the course fees less a \$200.00 administration fee will be provided.
- If the Reiki Master receives notice of withdrawal less than thirty (30) days before the start of the course or the student does not attend the course, the Reiki Master will retain 100% of all fees paid. Further consideration will be given to people with special circumstances as outlined in



section 9 of this policy. Students must contact the Reiki Master for any withdrawal made less than 30 days before the start of the course as outlined in section 5.

- iii. In (ii) above, where special circumstances apply, students may elect to receive a full credit for fees retained and may use the credit subject to a \$75.00 reinstatement fee for a future course up to one year following the date of their original course commencement. If a student fails to reschedule within the one year period, the Reiki Master will retain all paid fees.

8. Refunds After a Course Starts

There are no refunds after a course starts. Further consideration will be given to people with special circumstances as outlined in section 9 of this policy.

9. Special Circumstances for Refunds

At the sole discretion of the Reiki Master, a refund may be issued for students with a duly certified and valid medical condition or a death in the immediate family. The valid medical or death certificate must be sent to the Reiki Master along with the request in writing to be withdrawn from the course.

Once the in-class portion of the course has been completed, there are no refunds allowed, regardless of the circumstances.

10. Teacher Withdrawal

Where the Reiki Master withdraws from teaching a course before the course is completed, the Reiki Master will refund all monies paid, or students may elect to receive a credit note valid for one-year from the date of cancellation of the course.

11. Change in Course Dates

If the Reiki Master changes the start date of the course due to:

- Personal illness or illness or death in the family
- Hazardous traveling conditions or other Acts of God, then students may attend the rescheduled class or request a full refund from the Reiki Master.

12. Payment of Refunds

The Reiki Master will pay valid refunds due to students within thirty (30) days of cancellation or receiving written notice of withdrawal.

I have read, understand and agree to the terms of the Payment & Refund Policy outlined above.

Student Name

Student Signature

Date