



1000 O'Reilly Avenue
San Francisco, CA
94129

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F (415) 561-2525

www.grove.com

WORKSHOP REGISTRATION & PAYMENT POLICIES

Following are the policies for The Grove's public workshops. Please read carefully. If you have questions or need further assistance, please contact Cody Keene at 415.561.6130 or Donna Lafayette at 415.561.6132.

REGISTRATION FEES

Full payment is appreciated at the time of registration. Fees may be paid by credit card (American Express, MasterCard or Visa), check, money order or purchase Order.

If you prefer to pay by P.O., check or money order, we require a nonrefundable 10% deposit at the time of registration in order to hold your place. The remainder of the registration fee is due within 30 days of the date of your registration.

If it is fewer than 30 days before the workshop, then full payment is required at the time of the registration.

If paying by check or money order, please make payable to The Grove Consultants International and mail to:

The Grove Consultants International
1000 O'Reilly Avenue
San Francisco, CA 94129
Attn: Workshop Manager

Purchase orders may be mailed to the address above or faxed to 415.561.2525. For credit card payment, please call Cody Keene at 415.561.6130 or Donna Lafayette at 415.561.6132.

CANCELLATION OR TRANSFER STATEMENT

We understand that schedules change. You may transfer your registration to a colleague or friend at any time for no charge, as long as they attend the same workshop you were registered for. We offer the option of a 'one-time only' transfer to another workshop. You may also cancel your registration. Cancellations and transfers are subject to the stipulations detailed below.

CANCELLATION POLICY

31 days or more prior to workshop start date	90% Refund
30 days or less prior to workshop start date	No Refund

TRANSFER POLICY

If your schedule changes 31 or more days before the workshop and you prefer an alternate date, we would be happy to transfer your registration to another workshop at a \$100 charge.

Please note this transfer is a one-time-only option, in addition, once you transfer to another workshop, you cannot cancel and receive a refund.

31 days or more prior to workshop start date – transfer to another workshop	\$100 Transfer Charge
30 days or fewer prior – transfer to another workshop	Not Allowed

*** NOTE:**

At anytime you may transfer your registration to a colleague or friend for the same workshop on the same date at no cost as long as we are notified of the change.