

WORKSHOP REGISTRATION & PAYMENT POLICY

Following are the policies for The Grove's public workshops. Please read carefully. If you have questions or need additional assistance, please contact the workshop coordinator at (415) 561-6132 or (800) 49-GROVE, ex. 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 purchase order, check or money order, we require a nonrefundable 10-percent deposit at the time of registration to hold your place. The remainder of the registration fee is due within 30 days of registration.

If fewer than 30 days remain before the workshop, 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 94129-1124
Attn: Workshop Coordinator

Purchase orders may be mailed to the address above or faxed to (415) 561-2525. For credit card payment, please pre-register online at www.grove.com or call the workshop coordinator at the number above.

Cancellation or Transfer Statement

We understand that schedules change. You may transfer your registration to a colleague or friend at any time at no charge if they attend the same workshop for which you were registered, on the same date. 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

30 days or more prior to workshop start date	90% refund
21 to 29 days prior to workshop start date	50% refund
20 days or fewer prior to workshop start date	No refund

TRANSFER POLICY

Please note that all transfers are a one-time only option.

30 days or more prior to workshop start date: transfer to another workshop	No charge
21 to 29 days prior: transfer to another workshop	\$100 transfer charge
20 days or fewer prior: transfer to another workshop	Not allowed

NOTE: *You may transfer your registration to a colleague or friend for the same workshop on the same date at no cost as long as The Grove is notified of the change.*