

# The Personal Wellness Center

6508 Deer Pointe Dr., Suite 4C, Salisbury, Maryland 21804  
Telephone: 410-742-6016

## Workshop Registration, Refund & Cancellation Policies

### Deposits

Since some workshops fill quickly, it is advisable to sign up as early as possible. In order to reserve a space in any workshop, we require full payment at the time the reservation is made. We accept credit card payments over the phone.

### How to Register

Workshops can be reserved via telephone. You can call 410-742-6016 and the attendant will help you with the registration process. Phone reservation hours are Monday – Thursday 8am - 6pm and Friday 8am – 5pm Eastern Time.

### Refunds Policies

Cancellation requests 10 business days before the beginning of the workshop will receive a 100% refund. Cancellation requests received less than 10 business days before the start of the workshop will receive a 25% refund. NO REFUNDS will be issued on or after the start date of the workshop.

### Replacements

Participants unable to attend a workshop may send a replacement. Replacement requests must be submitted the day prior to the workshop and include original participant name and contact information and replacement participant name and contact information. The replacement must meet the requirements for the workshop, if applicable.

### All Requests

Please allow up to 5-10 business days for refund request to be processed. TPWC reserves the right to CANCEL and/or RESCHEDULE any workshop or training at any time. In the event TPWC cancels a scheduled workshop, we will notify all registered participants immediately, and provide either a full refund or a credit that can be applied to the next date of the rescheduled workshop or training.

\*\*\*TPWC does not refund travel, lodging and/or meal expenses in the event of a workshop cancellation.

*Revised 5/2017*