

## **CANCELLATION POLICY**

### **IMMUNITY TO CHANGE: FOUNDATIONS TO APPLICATION**

#### **Cancellation Policy:**

If you wish to cancel your enrollment in a program, please contact our office by email (preferred) or telephone. We will refund your tuition based on the schedule below. Cancellations received:

- 60+ days prior: refunded less \$300 fee
- 30+ days prior: refunded less a \$500 fee
- 29-15 days prior: refunded less a \$1,000
- 14-7 days prior: one-half of tuition refunded
- Cancellations received less than 7 days prior to the program will not be refunded
- In the event a refund must be paid by bank or wire transfer, additional fees may apply.

#### **Online-Specific**

If, as a participant in an online session of the Facilitator's Workshop, you order a printed copy of the Facilitator's Guide, you agree that:

- Your printed copy of the Facilitator's Guide is being shared with you for training purposes only. You do not have permission to share, copy, or distribute the Guide in part or in its entirety.
- By ordering a printed copy of the Facilitator's Guide, you are relinquishing your right to cancel registration in the Facilitator's Workshop. If needed, you are able to transfer your registration to another scheduled session per our standard transfer policy (above).

#### **Transfer Policy:**

Once you have registered and paid for a program, one transfer to a currently-scheduled program within the same calendar year is permitted, pending availability in your desired session. Transfer fees are as follows:

- 30+ days prior to the program will incur a \$250 fee
- 29-15 days prior to the program will incur a \$500 fee
- 14-7 days prior to the program will incur a \$700 fee
- < 7 days prior to the program will incur a \$1,200 fee

If you are unable to attend a program you have already paid for, you may send a colleague in your place to the same session, pending program availability. Transfer requests received 7 days or less prior to the program incur a \$500 fee.

#### **Non-participation:**

Minds at Work will not issue any refunds, transfers or credits to workshop participants who are absent from their scheduled session without notice.

#### **Inclement Weather:**

All programs will be held as scheduled unless you hear from us otherwise. If you decide not to attend a workshop due to weather conditions, but the workshop has not been cancelled by us, our standard cancellation terms apply. We do not refund travel expenses (e.g transportation, lodging) or cancellation/change fees incurred by participants.

We advise participants who may encounter inclement weather during their travels to change travel plans accordingly to ensure timely arrival at the workshop.

Our late cancellation and non-participation policies apply to inclement weather scenarios as well.

### **Cancellation at Minds at Work's Option:**

In the event Minds at Work needs to cancel a program, we will contact all participants using the email address provided during registration and post a notice on the program webpage. In these cases, participants may choose one of the following:

- A full refund (less transaction fees for bank transfer or wire refunds)
- No- cost transfer to another, upcoming workshop date for the same program in the same calendar year (space permitting)
- Full credit of tuition paid that can be applied towards registration for a different workshop (space permitting) within the same calendar year

**Minds at Work refunds tuition fees only, not individual travel expenses.**

*Last updated 2026*

## **CANCELLATION POLICY**

### ***ITC WITH TEAMS DAY, 1:1 COACHING, AND GROUPS***

#### **Cancellation Policy:**

If you wish to cancel your enrollment in a program, please contact our office by email (preferred) or telephone. We will refund your tuition based on the schedule below. Cancellations received:

- 60+ days prior: refunded less \$100 fee
- 30+ days prior: refunded less a \$200 fee
- 29-15 days prior: refunded less a \$300 fee
- 14-7 days prior: one-half of tuition refunded
- Cancellations received less than 7 days prior to the program will not be refunded
- In the event a refund must be paid by bank or wire transfer, additional fees may apply

#### **Transfer Policy:**

Once you have registered and paid for a program, one transfer to a currently-scheduled program within the same calendar year is permitted, pending availability in your desired session. Transfer fees are as follows:

- 30+ days prior to the program will incur a \$100 fee
- 29-15 days prior to the program will incur a \$200 fee
- 14-7 days prior to the program will incur a \$500 fee
- < 7 days prior to the program will incur a \$700 fee

If you are unable to attend a program you have already paid for, you may send a colleague in your place to the same session, pending program availability. Transfer requests received 7 days or less prior to the program incur a \$300 fee.

#### **Non-participation:**

Minds at Work will not issue any refunds, transfers or credits to workshop participants who are absent from their scheduled session without notice.

#### **Inclement Weather:**

All programs will be held as scheduled unless you hear from us otherwise.

If you decide not to attend a workshop due to weather conditions, but the workshop has not been cancelled by us, our standard cancellation terms apply. We do not refund travel expenses (e.g transportation, lodging) or cancellation/change fees incurred by participants.

We advise participants who may encounter inclement weather during their travels to change travel plans accordingly to ensure timely arrival at the workshop.

Our late cancellation and non-participation policies apply to inclement weather

scenarios as well.

**Cancellation at Minds at Work's Option:**

In the event Minds at Work needs to cancel a program, we will contact all participants using the email address provided during registration and post a notice on the program webpage. In these cases, participants may choose one of the following:

- A full refund (less transaction fees for bank transfer or wire refunds)
- No- cost transfer to another, upcoming workshop date for the same program in the same calendar year (space permitting)
- Full credit of tuition paid that can be applied towards registration for a different workshop (space permitting) within the same calendar year.

**Minds at Work refunds tuition fees only, not individual travel expenses.**

*Last updated 2026*

## **CANCELLATION POLICY**

### **INTRODUCTION TO ROBERT KEGAN'S ADULT DEVELOPMENT THEORY**

#### **Cancellation Policy:**

If you wish to cancel your enrollment in a program, please contact our office by email (preferred) or telephone. We will refund your tuition based on the schedule below. Cancellations received:

- 60+ days prior: refunded less \$100 fee
- 30+ days prior: refunded less a \$200 fee
- 29-15 days prior: refunded less a \$300 fee
- 14-7 days prior: one-half of tuition refunded
- Cancellations received less than 7 days prior to the program will not be refunded
- In the event a refund must be paid by bank or wire transfer, additional fees may apply

#### **Transfer Policy:**

Once you have registered and paid for a program, one transfer to a currently-scheduled program within the same calendar year is permitted, pending availability in your desired session. Transfer fees are as follows:

- 30+ days prior to the program will incur a \$100 fee
- 29-15 days prior to the program will incur a \$200 fee
- 14-7 days prior to the program will incur a \$500 fee
- < 7 days prior to the program will incur a \$700 fee

If you are unable to attend a program you have already paid for, you may send a colleague in your place to the same session, pending program availability. Transfer requests received 7 days or less prior to the program incur a \$300 fee.

#### **Non-participation:**

Minds at Work will not issue any refunds, transfers or credits to workshop to participants who are absent from their scheduled session without notice.

**Cancellation at Minds at Work's Option:**

In the event Minds at Work needs to cancel a program, we will contact all participants using the email address provided during registration and post a notice on the program webpage. In these cases, participants may choose one of the following:

- A full refund (less transaction fees for bank transfer or wire refunds)
- No- cost transfer to another, upcoming workshop date for the same program in the same calendar year (space permitting)
- Full credit of tuition paid that can be applied towards registration for a different workshop (space permitting) within the same calendar year.

Minds at Work refunds tuition fees only, not individual travel expenses.

*Last updated 2026*

## **CANCELLATION POLICY**

### **ADULT DEVELOPMENT ASSESSMENT: THE SUBJECT-OBJECT INTERVIEW**

#### **Cancellation Policy:**

If you wish to cancel your enrollment in a program, please contact our office by email (preferred) or telephone. We will refund your tuition based on the schedule below. Cancellations received:

- 60+ days prior: refunded less \$100 fee
- 30+ days prior: refunded less a \$300 fee
- 29-15 days prior: refunded less a \$600 fee
- 14-7 days prior: one-half of tuition refunded
- Cancellations received less than 7 days prior to the program will not be refunded
- In the event a refund must be paid by bank or wire transfer, additional fees may apply.

#### **Transfer Policy:**

Once you have registered and paid for a program, one transfer to a currently-scheduled program within 12 months is permitted, pending availability in your desired session. The administrative fee for a transfer is as follows. Requests received:

- 30+ days prior to the program will incur a \$100 fee
- 29-15 days prior to the program will incur a \$500 fee
- 14-7 days prior to the program will incur a \$1,000 fee
- < 7 days prior to the program will incur a fee of one-half of tuition

If you are unable to attend a program you have already paid for, you may send a colleague in your place to the same session, pending program availability.

Requests received:

- 30+ days prior to the program incur a \$100 fee
- 29-7 days prior to the program incur a \$300 fee
- <7 days prior to the program incur a \$1,000 fee

#### **Non-participation (“no-show”):**

Minds at Work will not issue any refunds, transfers or credits to workshop participants who are absent from their scheduled session without notice.

#### **Inclement Weather:**

All programs will be held as scheduled unless you hear from us otherwise. If you cancel or are unable to attend a workshop due to weather conditions, but the workshop has not been cancelled by us, our standard cancellation terms apply. We do not refund travel expenses (e.g transportation, lodging) or

cancellation/change fees incurred by participants. Our late cancellation and non-participation policies apply to inclement weather scenarios as well. Our late cancellation and non-participation policies apply to inclement weather scenarios as well.

### **Cancellation at Minds at Work's Option:**

In the event Minds at Work needs to cancel a program, we will contact all participants using the email address provided during registration and post a notice on the program webpage. In these cases, participants may choose one of the following:

- A full refund (less transaction fees for bank transfer or wire refunds)
- No-cost transfer to another, upcoming workshop date for the same program in the same calendar year (space permitting)
- Full credit of tuition paid that can be applied towards registration for a different workshop (space permitting) within the same calendar year.
- In the event we are not able to accommodate a transfer (above) we will issue a full refund (less transaction fees for bank transfers or wire refunds).

Fees are based on the date we receive your written request and the start date of a program.

**Minds at Work refunds tuition fees only, not individual travel expenses.**

*Last updated 2026*