

# CLEVELAND ALL BREED TRAINING CLUB

## Seminar Refund Policy

Revised January 20, 2011

**NO REFUNDS will be granted.**

### WORKING SPOTS

The Seminar Coordinator will keep a list of those requesting working spots whose request was received after all working spots had been filled.

If a request for a refund is received in writing by the Seminar Coordinator 30 days or more prior to the seminar date, and the Working Spot can be filled from the Working Spot waiting list, a refund to the person so requesting it will be made in the amount of their original payment, less an Administrative Fee equal to \$15.

If the person moving to the working spot has reserved an auditing spot, they will pay the difference between the amount originally paid to reserve an auditing spot and the amount required to be paid for a working spot based on the category into which this person normally would fall, i.e., key bearing member, member or non-member.

If the person moving to the working spot has not reserved an auditing spot, they will pay the amount required to be paid for a working spot based on the category into which this person normally would fall, i.e., key bearing member, member or non-member.

The Seminar Coordinator will authorize Working Spot refunds as needed.

No Working Spot will be reserved until the Seminar Coordinator receives payment.

**Only the Seminar Coordinator is authorized to make participant substitutions. Seminar participants (those who have sent in payment) may not sell, exchange, trade or give away their spot in any CABTC seminar.**

### AUDITING SPOTS

If a request for a refund from a person who reserved an Auditing Spot is received in writing by the Seminar Coordinator 30 days or more prior to the seminar date, a refund to the person so requesting it will be made in the amount of their original payment made to reserve that Auditing Spot, less an Administrative Fee equal to \$15.

The Seminar Coordinator will authorize Auditing Spot refunds as needed.

No Auditing Spot will be reserved until the Seminar Coordinator receives payment. **Seminar Reservation Forms should have brief wording highlighting this policy.**

Suggested language: No refunds will be granted unless the spot can be filled from a waiting list 30 day or greater from the seminar date. At less than 30 days from the seminar date no changes will be made.

### Policy Awareness

Any request for a refund made less than 30 days before a seminar will be handled on a best efforts basis but with no guarantee that a refund can or will be made. Anyone wishing to enroll in a CABTC seminar understands that should they be unable to attend the seminar a refund may not be made by CABTC if such a request occurs less than 30 days prior to the seminar date(s)

The CABTC Board of Directors, after consultation with the appropriate seminar coordinator, may consider special circumstances, if so requested in writing, and permit a refund to be granted as an exception to the above policy.

The seminar enrollment form will clearly state the CABTC Seminar Refund Policy. The Policy will be placed on the CABTC web site. The CABTC Board of Directors following consultation with the Agility Committee Chair, the Obedience Committee Chair, the Agility Seminar Coordinator and the Obedience Seminar Coordinator can update this policy at any time.