

SHIFT-IT Coach, Inc. (SIC) sells event registrations and does not guarantee event dates, locations or presenters. All event dates, locations or presenters are subject to change due to logistical factors and attendance rate.

Refunds

You, the buyer, may cancel event transactions at any time prior to midnight of the third business day after the date of the transaction. See the [Notice of Cancellation Form](#) for an explanation of this right. Due to administrative costs, salaries, coordination activities, materials printed, materials acquisitions, hotel contracts and all other business expenses incurred for a public event, following three business days, all event registration fees are a non-refundable purchase. No exceptions to the refund policy will be made after midnight of the third business day after the date of this transaction.

Transfers

Transfers to a different date/location must be made a minimum of sixty (60) days prior to the scheduled event date by contacting SIC and paying the appropriate transfer fee: \$95 for The Graphic Coaching Clinic; \$145 for Private Training (one day) and \$195 for Private Training (two day). Transfers may occur one time only and are valid for one year from the date of the registered event. No transfers will be made within sixty (60) days of the event date. Events will only be transferred to the original registrant and are non-transferable between individuals.

If transferring to an upcoming event is not a viable option, the price paid for enrollment less the appropriate transfer fee, less the value of any promotional items received at the time of registration (e.g., learning systems, books) will be converted to a non-refundable credit that may be applied toward any SIC event or product for up to one full year from the date of the registered event. Some restrictions apply.

Failure to Attend

Failure to attend a registered event without prior notice, as outlined above, will result in the forfeiture of payments collected toward the event registration.

Payment Plans

By participating in any delayed or partial payment plan, you agree to pay your balance in full according to the terms outlined on the Event Registration form. Failure to complete payment as agreed will result in debt collection and/or legal actions.

Event Accommodations

All event pricing includes event tuition only. All food, travel and accommodation costs are not included in the event price unless specifically stated in writing by SIC.

Special Accommodations for Disabilities

At all places of public accommodation, those facilities are equipped to accommodate disabled guests. Any need for special accommodation for the event itself will be the responsibility of the client. The client is responsible for coordinating and assuming financial liabilities for any accommodations, as well as notifying SIC of these accommodations at least 30 days prior to the event. Upon request, SIC will assist with the acquisition of special accommodations for the event whenever possible, however, the client is financially responsible for all arrangements. Should you have any questions, please contact a member of the SIC team prior to enrollment. No exceptions to the refund policy will be made after the transaction has been processed.

Graphic Coaching Clinic Guarantee

If while attending The Graphic Coaching Clinic, you are not completely satisfied with your experience, please contact an onsite SIC Team Member at the completion of the second day. In order to qualify for a refund, you must have attended the first two days in entirety and you must turn in your workbook and name badge to a SIC Team Member at the time of your request. You will receive a full refund of the price paid for the event less the value of any promotional items received at the time of enrollment (e.g., learning systems, books) or redeemed since the time of enrollment. Refunds are authorized at the event only and will be

processed within thirty (30) business days following the event by cheque. Complimentary enrollments are not eligible for the Risk-Free Guarantee.