

## **CANCELLATION POLICY**

Cancellation affects us significantly. Last minute cancellation leaves us little chance of filling the reserved space and of re-organising the setting. For those reasons, we uphold a strict cancellation policy for all workshops, seminars and training courses.

\* If booking of individual sessions, workshops, seminars, or training courses is cancelled up to 48 hours prior to the commencement of the event in question 50% of the full price of the individual session/workshop/seminar/training course is due;

\* If booking of individual sessions, workshops, seminars or training courses is cancelled up to 24 hours prior to the commencement of the event in question the full price of the individual session/workshop/seminar/training course is due;

\* If cancellation is made during the individual session, workshops, seminars or training courses the full price for the individual session/workshop/seminar/training course will be charged;

\* If a student wants to make up for missing hours of workshops or seminars or training courses the full original price for those number of hours has to be paid;

\* Students who join workshops, seminars or training courses after they would have already begun, have to pay the full price of the workshop, seminar or training course and they will be issued with a certificate of attendance showing only the hours for which they would have attended;

\* We appreciate all reasons for cancellation but unfortunately, we will not be able to refrain from the application of the above policy.

## **EXAMINATION POLICY**

\* The student has examinations during the course.

\* The examination dates are given to the students at the beginning of the academic year, which students are enrolled for.

\* If the students, for any reason, want to change the examination day, the new examiner is chosen, and the exam will be done against the charge of €60 per exam.

## CERTIFICATE POLICY

\* Students are responsible to keep their personal record up to date of all the activities they undertake during the courses offered by EAPTI-GPTIM including Certificates of Attendance in Workshops, Seminars, Supervision, Personal Therapy, Client Work and Clinical Practice.

\* Lost and misplaced certificates issued will not be replaced.

I have read the *Cancellation Policy* and *Certificate Policy* and I agree to it:

Name of student/client: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_