



Aubrey Daniels International

3344 Peachtree Road NE, Suite 1050  
Atlanta, Georgia 30326

**Registration Fees Are Due In Advance** of the date you plan to attend this course. If your organization's process for payment does not allow sufficient time for mailing your payment, ADI accepts Visa, MasterCard and American Express.

### **Seminar Cancellation and Substitution Policy**

If you are unable to attend a seminar, we invite you to provide a substitute. If you send a substitute, please give your welcome package and pre-work materials to that person and contact Sandy Stewart with their name and contact information. If you'd like to reschedule for yourself, the first reschedule is free. If you reschedule more than once for the same seminar, you will be charged \$250 for each additional reschedule. If you are not able to attend or send a substitute within a year of the originally scheduled seminar, you will forfeit the registration fee.

If you cancel more than 5 business days prior to the seminar, ADI will refund your registration fee, less \$250 plus retail and shipping costs of seminar materials sent to you. If you cancel fewer than 5 days prior to the seminar, you will forfeit the registration fee. If you are unable to attend or send a substitute, you must notify Sandy Stewart at [sstewart@aubreydaniels.com](mailto:sstewart@aubreydaniels.com).

If you cancel later than noon on the Friday prior to the seminar, you must cancel your hotel reservation directly with the hotel before 6:00 p.m. on the scheduled date of your arrival. In the event you cancel directly with the hotel, you must provide Sandy Stewart with a cancellation number; otherwise you will be responsible for any "no show" charges billed to ADI from the hotel.

In the unfortunate event of an ADI cancellation, ADI will work with you to reschedule your attendance in the same seminar at a later date or will FULLY refund your registration fee (at your discretion).

ADI cannot be responsible for any non-refundable travel expenses incurred by you or another as a result of your registration, attendance at, or cancellation of an ADI seminar. ADI recommends waiting 3 weeks prior to the seminar before making any airline or other non-refundable travel reservations.

ADI can ship your classroom materials back to your office or home at the conclusion of the seminar via UPS with a \$7.50 per person handling fee plus shipping charges.