



# VM PSYCHOLOGY SERVICES

## **Cancellation / Refund Policy**

Workshop places are capped due to the necessary ratio of trainers to participants, ensuring a safe and quality practicum experience. As such, bookings are necessary, and a firm cancellation fee will need to be applied to bookings.

Cancellations by registrants must be made and received in writing via email to [drleisadavina@gmail.com](mailto:drleisadavina@gmail.com) or [vania@vmpsychology.co.nz](mailto:vania@vmpsychology.co.nz) not less than 30 days prior to the workshop, in order to receive a full refund, minus admin fee of \$ 50.00. No refunds will be issued for cancellations made within 30 days prior to the training date.

Registrations canceled within 30 days of the workshop commencement can be transferred to a future training date, or participants can be placed on a cancellation list for future training. Registrations may be transferred to another participant, if the applicant meets the eligibility requirements. The substitute applicant must provide their details to the trainer when negotiating the transfer of registration. Pre-workshop training materials must be transferred to the substitute applicant so that they can prepare adequately for the training.

## **Change or Cancellation of Training**

If there are insufficient registrations for a workshop, Dr Leisa Davina and Vania Miteva reserve the right to cancel or reschedule the workshop, up to 30 days prior to the starting date. Existing registrants will be fully refunded and may keep any pre-workshop materials sent. Transfer of registrations to a future workshop may be arranged, if preferred. As Leisa and Vania cannot reimburse Travel, Accommodation, or other expenses, they recommend that all registrants purchase travel insurance.