

THE ENNEAGRAM INSTITUTE

General Policies

CANCELLATIONS & REFUNDS POLICIES

As of September 28, 2008, the following refund policies are in effect for our Trainings and Workshops. Any changes to your registration(s) will result in a **minimum** administrative charge of \$75 per change for Trainings, or a \$50 administration fee for Workshops.

Trainings

Deposits for Trainings produced by The Enneagram Institute are partially refundable up to 7 days before the start of the Training, less the following administrative fees:

Transfers to other Trainings are subject to the following administration fees:

- (1) Six weeks or more before the start of the Training: \$75 per change.
- (2) Six weeks to one month (31 days) before the start of the Training: \$100 per change.
- (3) One month (31 days) or less before the start of a Training: \$500 (that is, forfeit of the deposit fee) for our fixed costs.
- (4) Two weeks or less before the start of the Training: 50% of the full cost of the Training and the single room fee, if applicable. (We regret having to charge this, but we are bound by contracts which we have entered into based on your registration.)

Complete cancellations are subject to the following administration fees:

- (1) Six weeks or more from the start of the Training: \$75.
- (2) Six weeks to one month (31 days) before the start of the Training: \$125 per change.
- (3) Thirty-one days to fourteen days before the start of the Training: \$500 (i.e., forfeit of the deposit fee) which covers our fixed costs.
- (4) Fourteen days to seven days before the start of the Training: 50% of the full cost of the Training and the single room fee, if applicable.
- (5) Seven days or fewer before the start of the Training: forfeit of the full cost of the Training and the single room fee, if applicable. (We regret having to charge this, but we are bound by contracts which we have entered into based on your registration.)

Trainings not produced by The Enneagram Institute are governed by the policies of the particular producer or sponsor, so please check with them for their policies.

Workshops

Deposits for Workshops produced by The Enneagram Institute are partially refundable up to 7 days before the start of the Workshop, less the following administrative fees:

Transfers are subject to the following administration fees:

- (1) Six weeks or more before the start of the Workshop: \$50 per change.
- (2) Six weeks to one month (31 days) before the start of the Workshop: \$75 per change.
- (3) One month (31 days) or less before the start of the Workshop: \$100 per change.
- (4) Two weeks or less before the start of the Workshop: 50% of the full cost of the Workshop and the single room fee, if applicable. (We regret having to charge this, but we are bound by contracts which we have entered into based on your registration.)

Complete cancellations are subject to the following administration fees:

- (1) Six weeks or more from the start of the Workshop: \$75.
- (2) Six weeks to 31 days before the start of the Workshop: \$100.
- (3) Thirty-one days to seven days before the start of the Workshop: \$125.
- (4) Seven days or fewer before the start of the Workshop: forfeit of the full cost of the Workshop and the single room fee, if applicable. (We regret having to charge this, but we are bound by contracts which we have entered into based on your registration.)

Workshops not produced by The Enneagram Institute are governed by the policy of the particular producer or sponsor, so please check with them for their policies.

DISCOUNTS & SCHOLARSHIPS

We offer discounts and partial scholarships on a limited basis. Scholarship applications are available at www.enneagraminstitute.com/store/pdf/scholarship_application_4.pdf and should be e-mailed to our Director of Programs at the address on the application; she can also answer scholarship questions. Discounts include AWTP, Commuter, Finder's Fee, Group Registrations, IEA Member, Multiple Trainings, and Returning Student, and Triple Room Discounts. For more information, see http://www.enneagraminstitute.com/store/comersus_additional_registration_information.asp.

PART II FORMS: RELEASE & MEDICAL INFORMATION FORMS

All Participants in the Part II Training (EGE) are required to fill out and sign both a *Release* and a *Medical Information Form* prior to the start of the Training. No one will be allowed to participate in the EGE if they have not signed and returned both of these forms. A link to these forms is sent when you register.

RISO-HUDSON TEACHER CERTIFICATION

Certification is available only to those students who have participated in Parts I, II, and III of the Training Program (Parts II & III can be taken in any order), as well as The Enneagram and the Inner Critic Workshop (Psychic Structures). A non-refundable fee of \$600 is required to enter the Certification Track. Anyone who has completed the entire Training Program since 1995 may apply for Certification at any time. Applicants who must redo all or part of their Certification requirements will need to pay an additional fee to have their new submissions reviewed. (The new review fee is based on the amount to be reviewed, but will be between \$100 and \$500.) See the separate Certification Guidelines and more information about the Certification process at <http://www.enneagraminstitute.com/certification.asp>.

RISO-HUDSON CONTINUING EDUCATION UNITS (CEUs)

Students receive a diploma at the end of each Training we produce, and many of our Workshops offer a Certificate of Completion. Students who also want Continuing Education Units (CEUs) must purchase a CEU Certificate.

- CEUs are available for any Training or Workshop we produce.
- The number of CEUs equals the number of hours of instruction; they are listed on our schedule page at <http://www.enneagraminstitute.com/schedules.asp> and on the "details" page for the course.
- We are unable to offer CEUs when another organization produces a Training or Workshop taught by our faculty. (Check with the producer listed on our schedule page to see if they offer CEUs.)
- Our CEUs are authorized by the California Board of Behavioral Sciences; in our experience, most boards accept California CEUs, but students are responsible for verifying acceptability with their licensing boards.

For more information about our CEUs, or to purchase a CEU Certificate, please go to http://www.enneagraminstitute.com/store/comersus_viewItem.asp?idProduct=223.

*All policies and prices are subject to change without notice.
The most current policy is posted on our website.*

(Rev 09/2008)