

Cohort Terms and Conditions

By completing and submitting this registration form, You agree to the following terms and conditions:

1. Missed or Postponed Cohort Sessions.
 - a. Force Majeure. In the unlikely event that a scheduled and published cohort session must be postponed for reasons including but not limited to: inclement weather, unavailability of the cohort classroom, or any other reason beyond the control of the Center for Serving Leadership (“CSL”), the postponed session will be rescheduled. CSL will make reasonable effort to reschedule the postponed session as is consistent with the published schedule (e.g. on the same day of the same week in the month immediately following the scheduled last session of the cohort).
 - b. If for some reason the facilitator of this cohort is unable to participate in a scheduled session, the Center for Serving Leadership will assign another fully qualified facilitator to lead that session.
 - c. In the instance that an attendee cannot join a session (whether regularly scheduled or re-scheduled), the attendee acknowledges that no refunds or pro-ration of fee are available and hereby waives that portion of the fee.
2. Media Release. The Center for Serving Leadership may use my name, likeness, or image, in either still or video mode, taken before, during, or after a cohort session, for the sole purposes of promoting, advertising, and recruiting for the Center for Serving Leadership and its programs.
3. Consequences of Non-Payment.
 - a. Late Fees. CSL reserves the right to impose a late charge equal to 5% per month (or the maximum amount permitted by law, if less) of the outstanding undisputed payment amount. If CSL undertakes collection or enforcement efforts after the due date of such undisputed fees, You shall be liable for all costs thereof, including reasonable attorney’s fees. If You are in arrears on any invoice, CSL may, on giving notice, apply any deposit thereto and withhold or cancel further performance of Services until all arrears are brought current. For purposes of clarity, CSL reserves the right to impose this Late Fee in instances of check with nonsufficient funds.
 - b. Suspension of Services. In the event that any payments to be made under this Agreement are more than sixty (60) days late, access to CSL services may be suspended until such late payments are made. Suspension of Services means that You may not be granted access to Cohort sessions.
4. Cancellation Policy.
 - a. Registration cancellations must be received in writing via: cancel@newtoninstitute.com. Registrations cannot be cancelled over the telephone or in person. Registration cancellations will adhere to the cancellation policy dates below, no exceptions:

Written Cancellation Received	Refund Due
At least thirty calendar days prior to the scheduled event or first scheduled cohort session	Full refund of monies paid, minus 5% administrative fee of monies paid
Less than thirty calendar days prior to scheduled event or first scheduled cohort session	No refund, no credit.

5. Reservation of Rights. CSL reserves the right to modify or change these terms at any time.