

## **Event Registration Cancellation Policy**

This policy applies to all events planned by the Cincinnati Psychoanalytic Institute (CPI.) For refunds, all cancellations must be received in writing no later than 10 days prior to the scheduled event. A \$10.00 (per person) processing fee will be deducted from all refunds. Phone cancellations will not be accepted. Cancellations are to be sent via email or regular mail. It is up to the registrant to confirm receipt of the cancellation request. No refunds will be issued for cancellations received after the deadline or after the event. At CPI's discretion, credit for cancellation prior to the day of the CPI event may be offered.

In the event of circumstances beyond its control, CPI reserves the right to amend or cancel any event. Full refunds will be provided if CPI changes the date or time of an event, or cancels an event. CPI is not liable for any expense incurred by participants as a result of amendment or cancellation.