



AUSTRALIAN  
INSTITUTE OF  
EMOTION  
FOCUSED  
THERAPY

## **Cancellation Policy for AIEFT Training Events**

### Refund Policy for Annually Repeated Workshops

This refund policy applies to Level 1, Level 2, Level 3, Foundations of EFT and EFT for Trauma workshops. Refunds, **less a \$50 administrative fee**, will be provided for cancellations received in writing, via email, no less than 30 days prior to the event. Refunds are not possible less than 30 days before the event, regardless of personal circumstances. The cancellation policy is final and not negotiable.

### Transfer to Another Date

A period of **2-weeks' notice** is required for participants wanting to transfer their registration for the **same workshop** at a future date (e.g. transfer from a Level 1 workshop to a future Level 1 workshop). Less than the required notice will result in a forfeiture of payment. Participants may only transfer their fee for training **once**.

### Transfer to Another Participant

Registrations are transferrable, in full, to another person when a minimum of **two-weeks' notice** is provided to the AIEFT in writing via email. Transfers of registration to another person will incur a \$50 administrative fee. Where a participant can only attend part of a training, transfer of the remainder of the registration to another person is **not** possible.

### Attendance for Part of a Training Event

To receive a certificate of full completion of isEFT accredited Levels 1, 2 & 3, trainees are required to attend all components of the training. If withdrawal occurs on the first day transfer to the next same training will be at the discretion of the AIEFT Committee, and if approved, will incur a \$50 administrative fee.

If a trainee unexpectedly misses half a day through ill health, it is possible at the discretion of the trainer that this may be made up. through attendance to an AIEFT practise day(s) to engage with any experiential part of the training, or through attending a supervision session with the trainer (or one of the facilitators) if the component missed was didactic and/or theoretical.

If more than half a day is missed the trainee will need to attend the entirety of the training again and pay the full fee for this training. There will be no partial refund for the day(s) or part of day that was missed.

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#### Refund Policy for Masterclass & One-Off Workshops

This policy applies for masterclass workshops and workshops unlikely to be repeated.

Refunds, **less a \$50 administrative fee**, will be provided for cancellations received in writing, via email, no less than 30 days prior to the event. Where more than 2 weeks' notice (but less than 30 days) is provided, a 50% refund will be provided.

#### Transfer to Another Participant – Masterclass and One-Off Workshops

Transfer to another suitably qualified registrant will incur a \$50 administrative fee and can be done at any time before the event starts.