

## The Maple Center, Inc. Registration and Cancellation Policy

It is the aspiration of The Maple Center, Inc. to provide educational, affordable programming to the Wabash Valley. Most programs require advance registration and full payment. We realize that life events will sometimes prevent registrants from attending a program or seminar. Therefore, we offer the following Registration and Cancellation Policy:

- Register Early! Many of our programs have a limit on attendance in order to assure personal attention and teaching to each person. Pre-registration and pre-payment are required for each Maple Center program. Cash, check or credit card payments are accepted.
- "If" you choose to procrastinate and decide at the last minute you would like to attend a program, please call our office at (812) 234-8733 to see if any openings remain available.
- If low registration prevents us from holding a program, we reserve the right to cancel the program (1) week prior to the start of the program. You will be notified of this decision and your registration fee will be refunded in full within 15 days.
- Registration has been simplified at The Maple Center. Simply access our website at [www.themaplecenter.org](http://www.themaplecenter.org) and follow the Program Registration Links. Online pre-registration payments may be made using PayPal on our website. Telephone registrations may be made by calling (812) 234-8733 (TREE).
- If you cancel your registration more than (1) month in advance of the event or first session of an educational series, 90% of the registration payment will be refunded to you within 30 days of the request. You may choose to transfer your registration to another individual without penalty.
- If you cancel your registration more than (3) weeks in advance of the event or first session of an educational series, 75% of the registration payment will be refunded to you within 30 days of the request. You may choose to transfer your registration to another individual without penalty.
- If you cancel your registration more than (2) weeks in advance of the event or first session of an educational series, 50% of the registration payment will be refunded within 30 days of the request. You may choose to transfer your registration to another individual without penalty.
- No refund will be given if cancellations are made less than (2) weeks prior to the beginning of a program. You may choose to transfer your registration to another individual without penalty.
- The Maple Center, Inc. will follow the Vigo County School Corporation's decision to cancel classes due to weather conditions. If local schools are closed, programming sponsored by The Maple Center, Inc. will not be held. It will be the instructor's discretion to reschedule the program.
- If a program is cancelled due to other reasons, attendees will be notified by telephone. Again, it will be the instructor's discretion to reschedule the program.