

## **Cancellation and Transfer Policy**

**Coherence Advantage™ / Activating the Heart of Teams™**

### **Cancellation**

- \$400 cancellation fee if cancelling 30 – 45 days before the first class.
- \$800 cancellation fee if cancelling 15 – 29 days before the first class.
- \$1200 cancellation fee if cancelling 14 days or less before the first class.
- \$1500 cancellation fee after the first class begins.
- No refund after the second class begins.

### **Transfer**

- Transfers are limited to one time and only to class series that have not started.
- \$150 transfer fee if transferring 30 days or more before class series start date.
- \$450 transfer fee if transferring 21– 29 days before class series start date.
- \$800 transfer fee if transferring 14 - 20 days before class series start date.
- \$1200 transfer fee if transferring 0-13 days before class series start date.