



**CANCELLATION AND REFUND POLICY**

**VPI Cancellation:**

If Vital Principle Institute cancels or changes the date of the seminar, all fees will be returned, or, the student may choose to reschedule and transfer the tuition paid to another seminar with no administration fee.

**Student Cancellation:**

Tuition is refundable or may be applied toward another seminar up to **35 days** prior to the seminar start date with the exception of a \$100 registration administration fee, which is non-refundable. Any student who cancels less than 35 days prior to the seminar start date will be considered a “no show”.

**Transfer:**

Any student who is unable to attend a seminar for which he/she is registered will be given the option to transfer the tuition paid to another seminar, minus an administration fee of \$75. Transfers may be made up to 35 days prior to the start date of the seminar, after which, the student will be considered a “no show”.

**“No Show”:**

Any student who does not transfer or cancel a seminar and does not, for any reason, attend a seminar for which he/she is registered is responsible for the full tuition amount.

**Illness:**

If a student is unable to attend a seminar due to illness, he/she is required to forward a note from his/her physician up to one week following the seminar start date. That student will be transferred to the next available seminar with no administration fee.

**Cancellation and transfer requests must be made in writing to [info@vitalprinciple.ca](mailto:info@vitalprinciple.ca)**