



Cancellation Policy:

PIA reserves the right to cancel programs for insufficient registration and will give as much notice as possible.

CIC Institutes & Ruble Seminars

Cancellations or requests to transfer a registration fee to another institute or seminar must be submitted in writing, and:

- Will incur a \$125 processing fee if received **within 10 business days** prior to the institute or seminar.
- Will incur a \$75 processing fee if received **within 11-30 business days** prior to the institute or seminar.
- Will receive a full refund if received **over 30 business days** prior to the institute or seminar.
- No refund for registrants who do not show up, and have not provided the above noted required advance written notice.

All Other Programs (unless noted otherwise)

Cancellations or requests to transfer a registration fee to another class must be submitted in writing.

Written requests received within 7 business days of program:

- 50% processing fee to cancel
- 25% processing fee to transfer to another class.

Written requests received in excess of 7 business days will incur no processing fee.

No refund for registrants who do not show up.

No processing fee for the substitution of one person for another.

Disabilities: In accordance with Title III of the Americans with Disabilities Act, we ask registrants to advise us when registering of disabilities, as well as any necessary accommodations.