

### **Event Policies, Terms, and Conditions**

1. If you have registered for the retreat and decide not to or cannot attend for any reason, you must notify the registrar by email no less than two weeks prior to the beginning of the event in order to only lose your deposit. You are responsible for the full payment of all registered up to two weeks prior to the retreat. Payment deadline for a retreat is the Tuesday prior.
2. All names and other participant/chaperone information is due 10 days before the start of the event.
3. Once you have registered for the retreat, if at any time you decide to cancel and request a refund, your cancellation must be received in writing via email to registrar. Refunds generally take two weeks to process.
4. Three weeks before your retreat weekend all t-shirt sizes are final. T-shirt sizes should be entered into your account using the online registration system.
5. Your registration is not complete until we receive full payment. This means that a group that is able to pay has priority to one that simply submits names and information. If it looks like the weekend is filling up and a group's payment has not been received, we will contact that group prior to "bumping" it to a wait list.
6. We reserve the right to, at any time, and without consent or notice to you change dates of the event, cancel the event or any part thereof, modify the event or schedule of events for the venue, move the venue, adjust the number of speakers, entertainment, or meals provided. In the event any of the aforementioned takes place and you wish to cancel please see #1.