

### Event Terms and Conditions

By completing and submitting this registration form, You agree to the following terms and conditions:

1. Missed or Postponed Event Sessions.
  - a. Force Majeure. In the unlikely event that a scheduled and published Event session must be postponed for reasons including but not limited to: inclement weather, unavailability of the Event classroom, or any other reason beyond the control of the Center for Serving Leadership ("CSL"), the postponed session will be rescheduled. CSL will make reasonable effort to reschedule the postponed session as is consistent with the published schedule (e.g. on the same day of the same week in the month immediately following the scheduled last session of the Event).
  - b. If for some reason the facilitator of this Event is unable to participate in a scheduled session, the Center for Serving Leadership will assign another fully qualified facilitator to lead that session.
  - c. In the instance that an attendee cannot join a session (whether regularly scheduled or re-scheduled), the attendee acknowledges that no refunds or pro-ration of fee are available and hereby waives that portion of the fee.
2. Media Release. The Center for Serving Leadership may use my name, likeness, or image, in either still or video mode, taken before, during, or after a Event session, for the sole purposes of promoting, advertising, and recruiting for the Center for Serving Leadership and its programs.
3. Cancellation Policy.
  - a. Registration cancellations must be received in writing via: [cancel@newtoninstitute.com](mailto:cancel@newtoninstitute.com). Registrations cannot be cancelled over the telephone or in person. Registration cancellations will adhere to the cancellation policy dates below, no exceptions:

| Written Cancellation Received   | Refund Due   |
|---|--|
| <b>At least ten calendar days prior to the scheduled event or first scheduled Event session</b> | Full refund of monies paid, minus 5% administrative fee of monies paid |
| <b>Less than ten calendar days prior to scheduled event or first scheduled Event session</b>    | No refund, no credit.  |

4. Reservation of Rights. CSL reserves the right to modify or change these terms at any time.