

The Galilee Agency Workshop and Retreat Cancellation Policy

The Galilee Agency reserves **the right to cancel an event or retreat that does not meet minimum enrollment requirements**. Should this occur, we will call registered participants to reschedule. If the alternative date is not convenient for you, a full refund will be issued.

Workshops and retreats affected by inclement weather may be rescheduled, or you may request a full refund.

1. TO CANCEL OR TRANSFER A REGISTRATION, email Cortney Donelson at cdonelson@galileeagency.com
2. FULL REFUNDS will be issued if you **cancel a registration 14 days prior to the event**.
3. PARTIAL REFUNDS will be issued if you **cancel a registration less than 14 days, but more than 7 days prior to the event**; a refund for half (50%) of the registration fee will be issued.
4. NO REFUNDS will be issued if you **cancel a class 7 days or less prior to the event**.
(Example: A cancellation received on Monday for an event scheduled on Friday is not eligible for a refund.)

EXCEPTIONS: Full or partial refunds will be allowed for cancellations due to special circumstances. Please contact Brenda Anderson, President of The Galilee Agency.

5. ALL REFUNDS will be issued by in the manner in which we received the original payment. If you paid by check, a refund check will be mailed to the address you specify within four weeks of cancellation. PayPal transactions will be refunded within 10 business days after cancellation.