

Suran Training Reservation Contract and Cancellation Policy

- Clients will be asked to sign this agreement to reserve a place in a training session.
- Clients will be billed for the training courses at the time they make the reservation. Your seat is not reserved until payment is received. Training costs are \$250 per person/ per day of training.
- Travel costs (for on-site training) will be *actual expenses and will be split between all organizations participating and billed after the training has taken place. We will try to estimate expenses prior to training for your budgeting purposes, but cannot guarantee that amount.
- Cancellations more than 30 days prior to training are fully refundable.
- **No refund will be issued for cancellations within 30 days of training. Canceling after we have booked travel reservations will result in the client also being billed their portion of our expenses.**
- Clients canceling reservations resulting in the cancellation of the training session will be subject to the cost of our airfare if ticket has been purchased. Changes resulting in the rescheduling of a training session will be subject to the airfare change fee (\$75-150).
- Reservations made within 5 days of the training course will be billed at \$300 per person per day rather than \$250 per person per day.
- If Suran cancels for any reason a full refund of training fees will be given.

I am reserving a place in the upcoming training to be held in _____ **on** _____.

Persons attending: _____ Which days? _____

_____ Which days? _____

I understand and agree to the terms of Suran's Training Policy.

Name

Organization Name

Date

*We make every effort to reserve the most reasonable airfare and accommodations possible. This requires that we make our reservations as far in advance as possible.