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| **Model-Netics Instructor Training Program (ITP)**MEMC ITP Transfer/Cancellation Policy  |  MEM compass Adobe 281 blueMAIN EVENTMANAGEMENTINSTITUTE |

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| The policy regarding transfer and cancellation of paid reservations for the Model-Netics Instructor Training Program is as follows: |
| **REQUESTS TO TRANSFER**A written request to transfer to a future ITP is required. Associated transfer fees for administrative costs incurred are based on the number of days before the ITP start date that notice is received. Number of Days before ITP Start Date Transfer FeeMore than 30 days…………………...……..No fee14 – 30 days………………………..…..………$250.00Less than 14 days……………………..……..$500.00 Any cancellation subsequent to a Request to Transfer is subject to a $2,000.00 reservation release fee. **NOTE:** MEMC offers the ITP in different formats. Registration for one format does not guarantee the ability to transfer to another ITP of the same format. Registrants who desire to transfer will be limited in choice to the ITP formats being offered at that time.  |
| **CANCELLATIONS**Written notification of cancellation is required. Cancellation fees are based on the number of days before the ITP start date that notice is received. Number of Days before ITP Start Date Cancellation Fee\* More than 30 days…………………….……..$1000.00   Less than 30 days……….……...……..……..$2,000.00NOTE: A minimum number of registrants is required to conduct the Model-Netics Instructor Training Program. MEMC reserves the right to cancel a scheduled Instructor Training Program without prior notice up to two weeks prior to the start date. Upon cancellation by MEMC, all paid registrants will have the option of transferring to a future training or receiving a reimbursement of all paid tuition & fees. \*Withheld from original ITP registration fee. |
| **SUBSTITUTIONS**Participant substitutions for paid reservations may be made without penalty up to the day of the first session of the ITP, but not thereafter. | **NO SHOW**No refund of tuition (full or partial) is available for failure to attend the ITP. |