



CLI Payment and Cancellation Policy

_ The program fee of \$3550.00 includes tuition & workbook for both sessions.

_ Meals and lodging are paid for separately directly to the facility selected for the program. Costs will be approximately \$700 per session for a total of approximately \$1400 for the total program. CLI is a comprehensive program and participants are required to stay at the selected facility.

_ Payment by check is due **no later than 30 days before** the start of the program. Earlier payment is strongly advised to ensure a spot in the program. Spots will be considered reserved upon receipt of both the program application and the program payment.

_ Cancellation within 3 weeks of the program will require forfeiture of 1/3 of the program costs (\$1183.00). Organizations may substitute a replacement attendee without penalty up to two weeks prior to the start of the program. Replacements inside of two weeks require an administrative fee of \$200.00. Cancellation (without replacement with another attendee) inside of 2 weeks prior to the start of the program will require forfeiture of 100% of program fees.

_ Participants who leave the program early (during the program) for any reason forfeit 100% of their fees but may attend a future program for the cost of room and board.

_ Participants who are unable to attend Phase III due to unforeseen circumstances or otherwise will be charged a \$250 rescheduling fee to cover administrative costs.

_ Cancellation penalties are due to costs passed along to CLI for reservations made and materials ordered in advance of the program. To avoid these penalties it is **strongly recommended that your organization have a replacement attendee in mind** ahead of time, should a necessary late cancellation occur.

Please confirm your registration and indicate your understanding and acceptance of the payment and cancellation policies by signing below. Please retain a copy of this document for your records. Return this form along with your program application.

Fax: 503.892.3630 or

Scan and email to: kris@columbialeadershipinstitute.com

Or mail to:

Columbia Leadership Institute
 Attn: Kris Eklund
 7410 SW Oleson Rd PMB 243
 Portland, Oregon 97223

Thank you!

Name: _____ Date: _____

Signature: _____