



9650 Rockville Pike • Bethesda, Maryland 20814-3998
Phone 301-634-7450 • Toll Free 800-847-9943 • Fax 300-634-7455
www.aptiinternational.org



Cancellation Policy

Qualifying Program

Transfers:

Participants may transfer one time without penalty to another Qualifying Program (QP) within 12 months of the originally scheduled program if APT is notified more than 5 weeks before the start date of the original program.

A second transfer (if more than 5 weeks before the program start date) will be assessed a \$200 transfer fee. The second transfer to a QP program must occur within 12 months of the originally scheduled workshop. If the second transfer does NOT occur within 12 months, it will be considered a cancellation and a fee of \$450.00 in addition to the original transfer fee will be assessed. The remainder will be refunded.

Subsequent transfers may be made, with more than 5 weeks notice, each with a \$200 transfer fee.

Every effort will be made to accommodate transfers occurring less than 5 weeks before the program, however they are subject to additional fees reflecting actual costs to APT resulting from hotel guarantees, etc.

Cancellations:

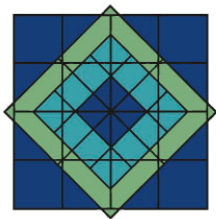
Participants who cancel five weeks prior to the training will receive a full refund. This is prior to training materials being mailed out.

Participants who cancel less than five weeks prior to the training will be assessed a \$450.00 cancellation fee which includes materials. Materials are non-refundable and non-returnable.

Step II Program

Transfers:

Participants may transfer one time without penalty to another Step II Program within 12 months of the originally scheduled program if APT is notified more than 5 weeks before the start date of the original program.



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A second transfer (if more than 5 weeks before the program start date) will be assessed a \$100 transfer fee. The second transfer to a Step II program must occur within 12 months of the originally scheduled workshop. If the second transfer does NOT occur within 12 months, it will be considered a cancellation and a fee of \$250.00 in addition to the original transfer fee will be assessed. The remainder will be refunded.

Every effort will be made to accommodate transfers occurring less than 5 weeks before the program, however they are subject to additional fees reflecting actual costs to APT resulting from hotel guarantees, etc. Subsequent transfers may be made, with more than 5 weeks notice, for a \$100 transfer fee.

Cancellations:

Participants may cancel up to five weeks prior to the training and receive a full refund. This is prior to training materials being mailed out.

Participants who cancel less than five weeks prior to the training will be assessed a \$250.00 cancellation fee which includes materials. Materials are non-refundable and non-returnable.

One-Day Application Program

Transfers:

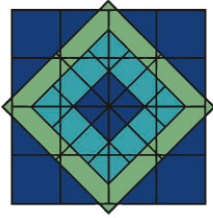
Participants may transfer one time without penalty to another onground or online Application Program within 12 months of the originally scheduled program if APT is notified more than 5 weeks before the start date of the original program.

A second transfer (if more than 5 weeks before program) will be assessed a \$50.00 transfer fee. The second transfer to an Application program must occur within 12 months of the originally scheduled workshop. If the second transfer does NOT occur within 12 months, it will be considered a cancellation and a fee of \$100.00 in addition to the original transfer fee will be assessed. The remainder will be refunded.

Every effort will be made to accommodate transfers occurring less than 5 weeks before the program, however they are subject to additional fees reflecting actual costs to APT resulting from hotel guarantees, etc.

Cancellations:

Participants may cancel up to five weeks prior to the training and receive a full refund.



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XVIII Biennial Conference
Dallas, Texas

August 5-9, 2009

**CONSTRUCTIVE
USE OF
DIFFERENCES**

Less than five weeks prior to the training, there will be a \$100.00 Cancellation fee.