

Registration Policy

1. A participant is registered in the Inner Journey Intensive when a deposit of at least \$250 has been received and the participant has been successfully screened by an IJ facilitator. The screening process is meant to ensure that the program can best meet each participant's needs. Because of the intensive nature of the program, participants must be in reasonably good physical and mental health. For example, people with untreated mental illnesses (such as untreated anxiety, severe depression, post-traumatic stress disorder, schizophrenia or bipolar disorder) or active addictions would not be in a position to benefit from the Inner Journey Intensive.
2. When a participant indicates the intention to register, a place will be reserved for that participant for a specific time period, pending receipt of the deposit. The time periods are:
 - a. Earlier than six weeks before the course: 5 working days
 - b. Within six weeks of the course: 2 working days.
 - c. At the discretion of the Treasurer, this time period may be extended if the participant's registration is contingent on obtaining a bursary or making payment arrangements.
3. Registrations received in the last 2 weeks should be paid in full.
4. Payments may be made by Interac e-transfers or by cheque made out to Inner Journey Canada. Post-dated cheques are accepted. However, the final payment must be dated no later than 2 weeks prior to the program, unless a payment plan has been pre-arranged with the Treasurer.
5. To minimize administration, registrants paying by cheque are encouraged to provide cheques (including post-dated cheques if applicable) two weeks prior to the Inner Journey workshop.
6. For registrations made on or just before the early registration discount deadline (6 weeks before the program), the registrant must have their deposit in within the time periods stated above. If the Registrar or the Treasurer does not receive the deposit in that time period, the discount will not apply.

Withdrawals

7. For withdrawals made more than six weeks before the program, the registrant may:
 - a. Apply the deposit to one of the next 2 IJ Intensives with space available (i.e. a time-limited voucher for \$250 will be issued which can be submitted to secure the future registration), or
 - b. Request to be refunded, less a \$100 administration fee.

If option a. is selected, but the program is not attended within the stated timeframe, option b. will apply.

8. For withdrawals made in the six weeks prior to the IJ Intensive, the deposit of \$250 will be forfeited. Payment in excess of the deposit will be refunded, or applied to an Inner Journey within the next year.

Note: An exception to the deposit forfeiture may apply in exceptional and unforeseen circumstances (e.g. death in the family or serious illness), provided that the registration is transferred to a future Inner Journey. Only one exception can be made per registrant; a second withdrawal in the last 6 weeks will lead to the forfeiture of the deposit.

9. Any registrant who is screened out by an IJ facilitator will receive a full refund or a credit towards a future Inner Journey as directed by the facilitator or registrant.
10. In all cases, a full refund will be offered if the registrant finds a replacement who is able to register and be screened in (in accordance with the terms of this policy) for an available space in the program from which they withdrew.