

## **Elements of Wellness**

1561 N. Warson Road

St. Louis, MO 63132

[www.eowmassage.com](http://www.eowmassage.com)

314-432-1778

## **CE class/Events Policies**

### **Payment, Cancellation, and Refund Policy**

#### **Payments –**

Payment is accepted in the form of cash, check, or Credit card (VISA or MASTERCARD). Cash payments must be presented in person (do not mail cash). Participants are required to make a \$50.00 deposit due at registration. The balance for a class is due 14 days prior to class.

#### **Cancellation & Refunds –**

A participant may withdrawal from a class/workshop by contacting Elements of Wellness directly, (in person, in writing, or by phone). If notification is made more than 14 days prior to the class a refund will be issued minus the deposit. If notification is made between 14 days and 7 days of a class there is a 50% refund issued. If notification is made between 7 days and 48 hours before a class a 25% refund will be issued. Any notifications made within a 48-hour period will result in no refund being made.

#### **Returned Check Policy**

Returned checks will be assessed with a \$25.00 return check fee.

#### **Receiving refunds –**

When receiving a refund from a class/workshop paid for by check, a check will be issued within 10 business days to the party that paid for the class. Refunds paid for by credit card will be made within 7 – 10 business days and must be issued in person with the card present.