



Eleanor Silverberg, BA Psych, MSW, RSW
Jade Self Development Coaching
Social Worker, Author, Speaker
www.eleanorsilverberg.com

Refund and Payment Policy

Workshop/Presentations:

- Payable upon receipt of services.
- If the event planner cancel four weeks before the event: there is a 20% charge for administration and holding the booking date
- If the event planner cancels two weeks before the event: there is a 35% charge for administration and holding the booking date.
- If the event planner cancels one week before the event: there is a 50% charge for administration and holding the booking date.
- If the presenter cancels, there is no charge.

Groups:

- Prepaid.
- Full refund if the facilitator cancels the group prior to the start date.
- Full refund up to two weeks before the group begins when participant cancels.
- Per session fee of \$50 charged up to 2nd session.
- No Refund provided after the 2nd session.
- \$30 Fee withheld from refund for cancellation less than two weeks before group begins.
- \$50 per week fee withheld from refund for cancellation up to the 2nd week after the group begins. After the 2nd week, there is no refund.

Individual:

- Fees payable at the time of the session.
- When the client cancels the session less than 24 hours prior, the client is charged \$100 for the session.

Updated: 2020



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