



Association of Workplace Investigators, Inc.  
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## **Tuition, Cancellation, Refunds, and Waiting List**

### **1. Tuition**

- a. AWI shall set the base tuition for early registration for AWI members.
- b. AWI shall set deadlines for early, regular, and late registration for each session of the Institute.
- c. Tuition shall be \$200 higher than the base for regular registration, and \$400 higher than the base for late registration.
- d. Tuition shall be \$150 higher for non-members of AWI.
- e. Sustaining Members shall not receive a tuition discount

### **2. Cancellation and Refunds**

- a. Students who cancel on or before the early registration deadline will receive a full refund less a \$500 cancellation fee.
- b. Students who cancel after the early registration deadline and before the late registration deadline will receive a 50% refund less a \$500 cancellation fee.
- c. Students who cancel on or after the late registration deadline will receive no refund. However, substitutions may be allowed provided the substitute pays any fee differential plus a \$500 transfer fee.
- d. In the sole discretion of AWI, a student who cancels under extraordinary circumstances may receive a non-transferrable credit toward another AWI Institute within one year, less a \$500 cancellation fee. Such a student must pay any increased tuition that may apply for the new Institute.

### **3. Waiting List**

- a. Registering through the Waiting List requires a \$500 deposit. The Waiting List will put you in line, in the order that Waiting List registrations are received, for a space that may open up for the Institute. By putting yourself on the waiting list you have committed yourself to attend the Institute if a space opens up on or before two weeks before the Institute, and you are next in line on the Waiting List. You will be informed by email and telephone call -- if a space opens up and you are next in line -- that you are registered for the Training Institute. If a space opens up on a weekend or holiday, you will be notified on the next business day.
- b. If you register through the Waiting List and no space opens up on or before two weeks before the Institute begins, you will have three choices:

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- i. You can receive a full refund of your deposit.
  - ii. You may opt to remain on the Waiting List until the start of the Training Institute, and if no space opens up, you will receive a full refund of your deposit.
  - iii. You can ask that the deposit be transferred to another Institute within one year.
  - iv. AWI will send an email giving you these choices. If we do not hear from you we will keep you on the waiting list until the day the Institute begins and then issue a refund of your deposit if a space does not open up.
- c. The balance of the tuition must be paid within 24 hours of your being notified that you have been accepted to attend the Institute. The tuition rate you will be asked to pay depends on whether you are an AWI member or a non-member and the date you registered on the Waiting List. You will receive an electronic invoice with the balance due which can be paid online or you can call AWI and pay by credit card over the phone. If we do not receive the tuition balance within 24 hours of notification, we will contact the next person in line on the Waiting list and you will forfeit your \$500 deposit.