



## ***Registration, Refund and Transfer National Office Policies***

Please allow 2 business days for your request to be processed. Then, if you have not received an official confirmation by email, please contact the Course Coordinator at the National Office.

You can also retrieve your confirmation form on-line 48 hours after registering by logging-in to your personal page, using your name and member number.

The CSIA, strongly suggest that you verify your course registration before making any traveling and accommodation arrangement.

Important: All CSIA courses, modules and programs have a limited number of spaces available, according to the availability of the course conductors. However, in some cases, it is possible that the course gets filled up before the deadline. In that situation, the CSIA has the right to refuse participants and to put them on a waiting list.

### ***CSIA REFUND & TRANSFER POLICY:***

Refunds and transfers must be requested in writing via email, fax or regular post.

For late cancellations, the following penalties will be applied:

- Within 2 weeks (14 days) of the start of the dfc[ fUa : 75% of the fY[ ]ghfUh]cb fee will be refunded.
- Within 3 days (72 hours) of the start of the dfc[ fUa or on the day of the start of the dfc[ fUa : 50% of the course fee will be refunded.
- No-show: No refund.

For a late transfer, the following penalties will be applied:

- Within 14 calendar days of the first day of the dfc[ fUa : \$50 penalty for courses and \$20 for Exams, Re-testsž'9j Ybhg and Modules.
- Transfers and/or cancellations 72 hours prior to the dfc[ fUa fġ start date are subject to a 50% penalty.

At any time, the CSIA has the right to cancel any course, module and program without prior notice, and will not be responsible for any expenses incurred by the participant. In this case Course fee will be refunded at 100%.



**CSIA**  
Leaders in Ski Teaching

## Transfer and Refund Request Form

Member number : \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Sexe: Female  Male

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Transfer**

**Refund**

Course registered to: \_\_\_\_\_ Location: \_\_\_\_\_ Course Date: \_\_\_\_\_

Transferring to: \_\_\_\_\_ Location: \_\_\_\_\_ Course Date: \_\_\_\_\_

Reason (Please provide a valid doctor's note)

I hereby declare having read the transfer and refund policy and understand and accept the terms and conditions outlined.

Signature: \_\_\_\_\_

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