

## **Saratoga Diagnostics Aesthetic Workshop Policies:**

### **Attendance:**

Only paid persons will be allowed to attend the workshop. *There are no exceptions.*

### **Meals:**

Meals are only provided for paid attendees. *There are no exceptions.*

### **Confirmations:**

Registration will not be taken without payment of tuition in full. You will receive written confirmation when we receive your payment for the workshop, either via e-mail or fax. Your registration is not finalized until you receive this written confirmation. We are not responsible for accommodating unconfirmed registrations.

### **Cancellations:**

- Cancellations made by November 6th will receive a refund, less a \$100 processing fee.
- Cancellations made between November 7th and 19th will receive a credit towards a future workshop, less a \$100 processing fee and the cost of the hotel room if it has been included as part of tuition. This credit may be applied towards any future Saratoga Diagnostics CME Aesthetic Workshop, and will be valid for one year from the date of cancellation. It is the attendee's responsibility to visit [www.SaratogaAesthetics.com](http://www.SaratogaAesthetics.com) or to phone Saratoga Diagnostics regarding upcoming course dates.
- Cancellations made after November 19th are not eligible for refunds or credits. However, a registration can be transferred to a colleague.
- No refunds or credits will be given for "no-shows".

### **Using a credit to pay for a workshop:**

You must submit your written credit at the time of registration. If the hotel is being included as part of your tuition, the tuition must be paid in full. Your credit will be refunded to you by check when you arrive at the workshop.

### **Check-in/Check-out times:**

Please refer to the hotel for information on check-in/check-out times. Please consult the hotel if any special arrangements need to be made.

### **Late arrival:**

Please advise Saratoga Diagnostics if you will be arriving to the hotel late on the day of check-in. With many hotels, if a guest has not checked in by a specific time, the reservation may be cancelled. These times vary based on the hotel. Saratoga Diagnostics is not responsible for cancelled rooms if the attendee arrives later than advised.