

General Policies

Prices and product availability are subject to change without notice. All specials and promotions are limited by availability.

Payment: Payment in U.S. dollars must be received with the order. The Global Payroll Management Institute (GPMI) does not sell products on a trial basis.

NSF Fee: The fee for bounced checks is currently \$35 and is subject to change at any time.

Event Policies

Cancellation: Events are subject to cancellation at any time, including due to low attendance. GPMI reserves the right to limit enrollment to ensure that published objectives are achieved.

Consider purchasing travel insurance as GPMI does not reimburse for air or other travel expenses incurred if an event is cancelled.

Registration Fees: Events must be paid in full at least five business days in advance of the start date to guarantee your registration. Mailed payments must be in U.S. dollars. You will receive email confirmation of your registration to include class date and location, if available. If the location is not on the confirmation, check the website. If you have not received confirmation of your registration one week prior to your seminar, please call GPMI support at the number listed below to confirm your registration.

If you require a special diet, select it when registering for the event online or indicate it on the registration form.

If you have a disability or require special services, please contact us at least 14 days in advance of the event.

Same-Day Registrants: Participants registering on the day of the in-person program may enroll 15 minutes after all pre-registered participants have signed in. If there are insufficient class materials for same-day registrants, they will receive the materials at the earliest possible date following the seminar.

Travel Arrangements/Hotel Accommodations: Attendees are responsible for their own travel arrangements to and from events. No room blocks are being held for GPMI events that are less than five days. Room reservations and hotel charges are the responsibility of the attendee. Parking fees are the responsibility of the attendee.

Consider purchasing travel insurance as GPMI does not reimburse for air or other travel expenses incurred if an event is cancelled.

Locations: Specific locations will be listed on the GPMI's website, www.gpmiinstitute.com, at least 30 days before the seminar date.

Schedules: Please refer to the schedule located on our website, www.gpmiinstitute.com.

Photography & Contact Information Release

By registering for GPMI's events, you are granting full permission to the Global Payroll Management Institute (GPMI) to use, reuse, reproduce, publish, or republish any photographs, motion pictures, recordings, or any other record of your participation in this event, in any medium now known or hereafter developed, alone or in conjunction with other material, without restriction as to changes or alterations, as well as to use your name, voice, likeness, and/or other indicia of identity, for editorial, educational, promotional, advertising, and commercial purposes, including without limitation in connection with the solicitation of contributions and the furtherance of the corporate objectives of GPMI. In addition, by attending or speaking at GPMI's events, you are granting GPMI permission to make your contact information available to the event sponsor(s) who may choose to market their products and services to you via email, fax, telephone, mail, or other means.

Registration Changes

A **transfer** is a request to change the location or date of your course. A **substitution** is a request to replace the person attending.

Transfers/Substitutions

Courses: A \$55 administrative fee will be assessed for each transfer and/or substitution. Some restrictions may apply. Either of these changes should be made by calling GPMI Support. Each transfer and/or substitution will require completion of a transfer/substitution form and will be assessed the fee. A representative can provide the form.

A transfer fee will apply if the incorrect location or date is selected. Please verify that you select the correct location and date to avoid transfer fees.

Webinars and Webinars On Demand: A \$55 administrative fee will be assessed for each transfer and/or substitution. Transfers or substitutions will not be honored the day of the program, after the program begins, or if the program license has been activated.

Cancellations

Events: Written requests received at least seven business days prior – full refund; four to six business days prior – refund less a \$50 service charge; fewer than four business days prior – a credit will be issued less a \$100 service charge. Credits are applicable only to future GPMI educational programs and are valid for one year from the date of issue. Cancellations the day of the program or after the program are nonrefundable and noncredited.

Webinars and Webinars On Demand: Cancellations or refunds will not be honored the day of the program, after the program begins, or if the program license has been activated.

Refunds

GPMI regrets that refunds will not be given for no-shows. Refunds will be made in the original form of payment.

Global Payroll Management Forum Policy: Because the Global Payroll Management Forum is always fully booked, GPMI cannot honor cancellations or refunds. However, you may substitute a colleague from the same street address. A \$55 administrative fee will be assessed for each substitution. Each substitution will require completion of a substitution form and will be assessed the fee. A representative will provide the form. Requests should be made by calling GPMI Support.

If you are unable to attend and cannot find a substitute, notify us in writing one month prior to the event, and you will be issued a credit to your GPMI account for another GPMI-sponsored event less a \$150 cancellation fee. This credit is good for one year from date of issue; no exceptions will be made to this policy.