

Transfer/Cancellation Policy

3 Key Elements, Inc., promotes each course well in advance. Once courses become sold out, the event is no longer promoted. Any requests for transfers after that point will result in a loss of revenue for 3 Key Elements, Inc. Due to the short notice, we also lose the ability to fill your seat and the revenue of potentially selling the new seat. This Policy will be strictly enforced, and your cooperation is greatly appreciated.

Our Transfer/Cancellation policy offers the following options:

- When you register for a course, you have 72 hours to transfer without being charged a transfer fee. You also have 72 hours to cancel and receive a full refund. All cancellations must be in writing and delivered by mail or e-mail. Voicemail and/or verbal correspondence do not constitute written cancellation notice. Cancellation notice will be deemed to be the date which the written notification is postmarked. If you send a cancellation by e-mail, it must be emailed to cancellations@3KeyElements.com. You will receive a confirmation e-mail indicating your cancellation was received by 3 Key Elements. If you do not receive a confirmation e-mail from 3 Key Elements within 24 hours of sending the e-mail, please contact our office immediately.
- If, for any reason, you cannot attend the seminar, you may find someone else to attend in your place and submit written notification of that person's name, email address, phone number, and mailing address to the office of 3 Key Elements, Inc.
- If any products are received in conjunction with the offer, they must first be returned in excellent condition and/or unopened in order for any refund or credit to be processed. (Shipping and handling costs are not refundable.)
- Memberships, Comebacks, and Limited Seating Events are non-transferrable.

In all cases you have a choice to pay the transfer fee or forfeit the course with no refund.

Should you fail to notify 3 Key Elements, Inc., in writing of any changes and not "attend" the event, there will be **no refunds, credits or transfers** available. In this case you forfeit any registration paid to 3 Key Elements, Inc.

Our program Transfer Policy is as follows:

	Transfer Availability:	Transfer Fee:
0-3 days from date of registration	* You may transfer to another event	NO TRANSFER FEE
31 + days prior to the event	* You may transfer to another event	\$25 Transfer fee
8-30 days prior to the event	* You may transfer to another event	\$100 Transfer fee
0-7 days prior to the event	No transfer available at this point	Forfeit Registration

* Course credits are valid for 12 months from the date of transfer regardless of whether the event originally registered for is offered again within that time period.

Confirmation letters will be sent out via e-mail prior to the event. These letters have all of the information for the class. You must RESPOND to this e-mail within two (2) weeks from the date sent to guarantee your seat for said class. If you do not respond letting us know that you received the information, you may be moved to the next available class.

If any payment should default, you will have seven (7) days to rectify the situation. When the event is within 30 days of any default, you will have 24 hours to rectify the situation. Otherwise, all special discounts and bonuses will be forfeited and full tuition rates apply. If you should default on any payment, the result may be cancellation for the registered event, in which case the Cancellation Policy will apply.

Any Non-Sufficient Funds (NSF) will result in the maximum allowable insufficient funds fee (minimum of \$20).

All dates and locations are subject to change without notice.

Products:

Products may be returned within seven (7) days of the purchase date for a store credit, less a 15% restocking fee, provided that the product has not been opened and/or the shrink wrap has not been removed. Returned products are not eligible for cash refunds. Replacement product will be supplied ONLY if a product is found to be damaged or defective and returned within seven (7) days of the original purchase. Shipping and handling costs are non-refundable.

This space reserved for office use.

*Please feel free to contact our office for any reason:
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