



Cancellation & Refund Policy

If you are an **Individual** signing up for one of our Workshops or Seminars:

Workshops for Individuals*

Time of Cancellation	Refund
24 hours or more prior to start time	Full refund less \$25 administrative fee
Within 24 hours before start time	No refund
Once workshop starts	No refund

* If SILA Skills can reschedule the individual, the administrative fee will be waived.

Seminars for Individuals

Time of Cancellation	Refund
Prior to start date	No refund
On date of seminar / No shows	No refund

If you are an **organization** signing up for one of our Group Workshops or Seminars:

Workshops for Groups*

Time of Cancellation	Refund
Prior to 7 days before start date	Full refund less \$250 administrative fee
Within 7 days before start date	No refund
Once workshop starts	No refund

* If the group can be rescheduled more than a week before the start date, the administrative fee will be waived.

Group Seminars

Time of Cancellation	Refund
Prior to 7 days before start date	Full refund less \$25 administrative fee
Within 7 days before start date	No refund

The SILA Skills Group reserves the right to cancel programs at its discretion. If a session is cancelled by SILA Skills, registration fees will be refunded in full.