



REGISTRATION & CANCELLATION POLICY

Registration

Registration must be received prior to registration deadlines indicated for each event. Any registrations received after the deadline will be subject to a \$75 late fee on top of the applicable ticket price. Event fees must be paid prior to the course date or registrants will be denied admittance to the event.

Cancellation & Transfer of Registration

Cancellation of course registration must be received by email within 8 business days prior to the course date. A processing fee of \$25+tax will be charged.

We regret no cancellations will be accepted 7 business days prior to the course date for both in-person and online events. If you fail to attend a course, unless due to severe weather emergencies, full course fees will be charged.

Transfer of registration to a colleague will be allowed so long as notification is received via email 3 business days before the course date. Non-members substituting for members must pay the difference in course fees.

7-Day Price Match Guarantee

Should the PSG offer a discount code, show us your receipt within 7 days of purchase and the PSG will match the price and refund you the difference.

Event Changes & Course Credits

In the case that an event must be cancelled or postponed, registrants will be notified as soon as possible and will receive a full refund of fees paid unless they wish to apply course fees to the next course offering or a different course. Please note that any course credits on file will be valid for 1 year ONLY. Registrants are held responsible for keeping track of their course credits and applying it within the 1-year timeframe. Registrants are also held accountable for checking email updates from the PSG on a frequent and consistent basis to stay informed of important updates such as course cancellations, change in course location and change in course dates.