

Must be on participant's company letterhead.

LETTER OF GUARANTEE

(This letter must be received by course date.)

Fax: 850-916-8885 or e-mail: mail@ciaoseminars.com or Bring to registration table the day of the course.

Company Name:
Company Address:
Company City, State, Zip:
Company Phone:
Name of Supervisor:
Accounts Payable Contact:
Accounts Payable Phone/Fax

Invoice Payment Policy:

A service charge of 1.5% per month (18% annual) will be added after 30 days of course date for any unpaid portion.

RE: _____ **attending** _____
(Participant's Name) (Course Name)

Dear CIAO,

This letter will serve as your notification that _____ will irrevocably honor and guarantee payment of any registration/fees for the purpose of _____'s registration for _____ on _____. This letter of guarantee is good for this course and associated fees including cancellation policies, change fees and past due obligations.

Participant Signature

Date

Supervisor Signature

Date

Cancellation Policy:

Participant Cancellation:

15 days or more before course date - Full refund minus \$25 admin fee

14 days or less before the course date - 50% Refund

Participant Change:

14 days or less before the course date - \$50 Change fee

CIAO Cancellation

A full refund will be given if CIAO cancels the seminar for any reason. CIAO reserves the right to cancel a conference in the event of an unforeseen circumstance, or if the minimum acceptable registration is not attained. In the event of a cancellation, CIAO is obligated to refund the registration fee only. However, should any course be cancelled, CIAO will reimburse the airline change fee up to \$100 only (with documentation) for registrants only.

Refunds will not be provided to those who do not cancel or for those who begin a course but do not complete it.

Registered participants that do not show, do not cancel and have not paid will be required to pay the total course fee before registering for any other CIAO event.

For VitalStim Registrants - if the MBS portion is begun or completed, then the refund policy will cover the onsite portion only.

For Refreshers/Auditors - "No Shows" or failure to cancel at least 2 weeks in advance of course date are not eligible for a refund. A \$50.00 fee will be charged to participants who transfer to another course within 2 weeks of the original course.