

Professional Development Workshops Policy

In order to participate in a TRIA Professional Development Workshop:

1. Registration can be completed on-line or by completing and return a registration form to admin@therelationalinstitute.com.au
2. TRIA Administration will respond within 48hrs that registration has been received and send an invoice for payment via EFT.
3. Registrants are asked to make payment to the TRIA nominated bank account.
4. A Receipt of Payment is sent to within 14 business days.
5. All participants will receive an email with any relevant information required during the week prior to the commencement of the workshop.
6. A Certificate of Attendance will be awarded on the completion of the training.

Please send cancellations in writing to admin@therelationalinstitute.com.au.

1. Participants will receive a full refund of their payment of the workshop fee if notice is given to TRIA of withdrawals up to 14 days prior to the workshop.
2. Withdrawal from a Professional Development Workshop within 14 days prior to the commencement date incurs a \$50 administrative fee if someone on the waiting list is unable to fill your place.
3. Withdrawal within 7 days of the commencement date incurs the full workshop fee.
4. If you are unable to attend due to unforeseen circumstances, you can apply for a 50% refund in writing to admin@therelationalinstitute.com.au
5. TRIA reserves the right to accept, defer or reject applications to their programs.