

Northwest Institute of Ayurveda

Course Refund & Withdrawal Policies

- **Introduction to Ayurveda Workshops:** the last day to drop and get a full refund minus a \$25 registration fee is two weeks prior to the first day of class. No refund is issued beyond two weeks prior to the first day of class.
- **Course, Program, Immersion, Retreat and Detox Tuition:** The last day to drop and get a full refund minus a \$100 registration fee is thirty days prior to the first day of class for all programs.
- **To Submit Cancellation Notice:** Students are required to call the Institute and leave a message with your name, phone number, email address, and the name of the workshop/program you are cancelling. You will receive an email cancellation confirmation within twenty-four hours. If you have not received an email confirmation within twenty-four hours, you contact the Institute to confirm receipt of your cancellation notice. **It is the student's responsibility to confirm that their cancellation notice has been received by the Institute. If you do not receive an email cancellation confirmation within twenty-four hours, this means that your cancellation is not confirmed by the Institute and no refund will be issued.** Refunds will be processed within thirty days from the date the Institute confirmed receipt of your cancellation notice.

Returned Checks

A penalty of \$35 (thirty-five dollars) is applied to all returned checks. Students whose checks are returned unpaid will be required to make future payments using cash or credit card.

Program Tuition Options

- **Pay in Full:** by registration deadline (where applicable)
- **Payments:** (applies only to some programs) First payment due by registration deadline. Second payment due on date listed on that program's webpage under "tuition"/"cost".

Late Fees

Students who have outstanding fees owed to the Institute will not be permitted into class until all fees are paid. A late fee of \$100 (one-hundred dollars) is applied to all late tuition payments. If fees are not received within two weeks from their due date, the student will be dropped from their program.

Certificate of Completion

Program students who successfully fulfill all below certificate requirements for their program of study will be awarded a program Certificate of Completion from the Institute. Program certificates of completion will be received by mail within forty-five days from the last day of class with the exception of the [Ayurvedic Master Class/Internship](#) certificates which will be handed-out at graduation.

Certificate Requirements

- **Attendance**—see below for attendance requirements
- **Homework**—completed 1 week prior to last day of class aside from Internship/Masterclass in which we will discuss homework policies
- **Exams**—Take home exam given at end of Ayurvedic Living Program, 75% is passing score
- **Tuition and Miscellaneous Fees**—paid to the Institute in full

How Much Class Can I Miss (and Still Receive Your Certificate of Completion)

Ayurvedic Living Program, Ayurveda Master Class (Ayurvedic Internship Program): three days

Graduation

A graduation ceremony will be hosted by the Institute for graduates of the [Clinical Ayurvedic Practitioner Program](#). Details will be discussed in class.

Class Cancellation Policy

Each workshop and program requires a minimum number of students. Should a workshop and/or program fail to meet its minimum enrollment, the Northwest Institute of Ayurveda retains the right to cancel the workshop and/or program. Should this happen, the Northwest Institute of Ayurveda is not responsible for any loss incurred by the student beyond the actual fees paid to the Institute. Tuition, deposit and fees received by the Institute will be fully refunded.

Program Changes Policy

As the Institute continues to evolve to suit the needs of its students, the Institute reserves the right to change any of its program's schedules, content, reading materials, hand-outs, program requirements, fees, instructors, workbooks, location and/or any other aspect of the Institute's functioning and/or its programs at any time.

Publicity, Advertising Rights, Recordings and Copying

Students are not permitted to record class in anyway. The Institute reserves the sole right to take and use photographs, video and/or audio recordings of its programs, workshops, teachers and students, and to reproduce those photographs and/or recordings, and/or student testimonials (provided in course evaluation forms) in the Institute's website, literature, school catalogue, marketing and publicity at any time. Students are not permitted to copy nor reproduce any of the Institute's property including but not limited to copywrited workbook materials, website passwords, nor any other property belonging to the Institute or its faculty.

Monthly E-Newsletter

By registering for one of the Institute's programs or workshops, you agree to be automatically added to our monthly e-newsletter list. If you wish to be unsubscribed, please contact the Institute or unsubscribe on the e-newsletter itself.