

**IMTTC – Participant Workshop  
Services Agreement**

**I. Workshop Registration:**

**A. Registration / Participant Enrolment Policy:**

1. Registrations will be accepted on a “first come first serve” basis for all Workshops, and e-mail confirmations will be sent to the participants confirming enrolment, including this “Services Agreement”.
2. Confirmation of registration will also confirm your acceptance of the Participant Agreement. Registration / enrolment for a workshop is equivalent to a legal contract for services.
3. Registration / enrolment for a Workshop may be received by electronic registration, registration by facsimile, or registration by post.
4. All participants who registered for a Workshop that already has 12 participants, which is considered a FULL workshop, will be informed that they are on a “waiting list” and in the event of a cancellation will be notified.
5. Scheduled workshops that have less than 4 student registrations / enrolments are subject to cancellation.
6. Scheduled workshops that have less than 4 student registrations / enrolments will be cancelled within 15 calendar days of the scheduled training.
7. Invoices are due 30 calendar days from the last day of training. If an invoice becomes overdue, an additional invoice will be issued to reflect the overdue date.
8. Only participants who have indicated that they qualify for the “Federal Government Discount”, “OPP Discount”, “SQ”, or other special taxes exemption on their Registration Form will be exempt of GST Fees. NO other discount will be applied to these workshops.

**B. Participant Cancellation Policy:**

1. Once participants have registered for a Workshop, cancellation will be permitted up to 10 business days prior to the first day of instruction.
2. Should a participant cancel 10 or less business days prior to the Workshop, the registrant will have to find a replacement. Otherwise the participant’s organisation will be charged 25% of the full amount for the workshop and an invoice will be processed to the registered participant; payment will be due as indicated above.

C. Custom Workshop Requests:

1. A *Custom Workshop* is a workshop to be held at a place, time, and location of your preference outside of the advertised scheduled workshops. Generally, the public at large are unable to register for these workshops unless permission has been given by you to advertise the workshop on our Website.
2. Registrations for each participant or a list of all names of the participants; including e-mail address and telephone numbers; billing address are required 15 days prior to the first day of the course. If a Registration Form or such a list is not received by then, the workshop will be cancelled.

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