



TELEOS LEADERSHIP INSTITUTE

OPEN ENROLLMENT CANCELLATION/TRANSFER POLICY

TO REGISTER FOR A COURSE

Completed forms should be submitted as early as possible to ensure a place in the program.

Online: To open the interactive registration form, click the *REGISTRATION FORM* on the Teleos Open Enrollment course page. You can save the document on your computer and fill it in to email or fax to Teleos as well.

eMail or fax registration form to Barbara Davila:
bdavila@teleosleaders.com or 1-267-620-9998 (fax)

ADMISSIONS CRITERIA

Teleos Leadership Institute carefully monitors the balance of industries, regions, functions, and companies in each program session. By doing so, we lay the foundation for a strong peer learning environment.

Registrations are subject to acceptance by Teleos.

Teleos Leadership Institute values diversity and seeks talented participants, faculty, and staff from diverse backgrounds. Teleos does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam-era veteran in the administration of its educational policies, programs or activities, delivery of consulting services, employment, recreational, or other consultancy-administered programs.

Questions or concerns regarding the above policy should be directed to:

Laura L. Peck, Esq.
CFO & General Counsel
Teleos Leadership Institute, Elkins Park, PA 19027
+1-267-620-9999 p / +1-267-620-9998 fax

TUITION

No less than half the total tuition is due upon acceptance into the program. Any remaining balance is due 30 days prior to the start of the program. You will be invoiced and asked to indicate method of final payment.

We accept wire transfers, checks made payable to "Teleos Leadership Institute," and credit cards. To pay by VISA, MasterCard, or American Express, please indicate your payment by credit card in the online registration form. You will receive email confirmation when your credit card has been processed. You may also contact Teleos' Open Enrollment department at +1-267-620-9991 or via e-mail at bdavila@teleosleaders.com.

Prices are subject to change; however, once you are registered your cost will not be changed. You can expect to receive specific information and materials regarding preparation and logistics approximately 45 days before the program start date.

CANCELLATION OF REGISTRATION

Participant cancellations must be received in writing. Participant cancellations received more than 45 days prior to a program's start date will incur a charge of 10% of full tuition; for cancellations received between 10 and 45 days prior to a program's start date, 30% of full tuition will be charged. Cancellations received less than 10 days prior to a program's start date will incur a charge of 70% of full tuition. If a registrant fails to attend without notification, or if a withdrawal occurs on or after a program start date, full tuition will be forfeited.

Should Teleos Leadership Institute cancel a program, 100% of tuition will be reimbursed or applied to another program if requested.



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Time	Cancellation Penalty	Transfer Penalty	Substitution Penalty
More than 45 days notice	10%	0%	0%
10 to 45 days notice	30%	20%	0%
Less than 10 days notice	70%	30%	0%
No notice	100%	N/A	N/A

TRANSFER OF REGISTRATION OR REFUND

Participants needing to transfer to another Teleos program can do so within two months of the start date of the original program. Requests to transfer received 45 to 10 days prior to the start date will incur a charge of 20% of the full tuition; requests received within 10 days will incur a charge of 30% of the full tuition. The remaining balance can be applied to another Teleos Open Enrollment program, or refunded, within one year of the original program date.

Please note that 100% of the full tuition will be forfeited if one of the following occurs:

1. The registrant does not enroll in another program within seven months of the original start date.
2. The registrant has not requested a refund within seven months of the original start date.
3. The registrant transfers more than two times.

SUBSTITUTIONS

If a request to substitute a registrant is received in writing prior to a program's start date, Teleos may, in its sole discretion, permit the substitution at no additional charge if the candidate is qualified.

BENEFITS FOR GROUPS

When four or more participants from any one organization attend the same program, Teleos offers a 10% tuition benefit on each enrollment. **The 10% tuition benefit will be refunded only upon the conclusion of the program. All four (or more) participants must attend the same offering.** Please note that the number of people from one organization who can attend a particular program may be limited, depending on class size. To take advantage of this opportunity, contact Barbara Davila, by phone at +1-267-620-9991 or by e-mail at bdavila@teleosleaders.com.

REFERRALS

Any individual who refers another individual – who is accepted into the program/workshop and pays in full – is entitled to a 5% finder's fee. This finder's fee can be used by the recipient or any one he/she designates, but must be used within one year toward a Teleos Open Enrollment course or other Teleos leadership development product such as [Focus On Resonant Leadership and Life](#).

CONTACT US

For more information about Teleos Open Enrollment programs, please contact:

Barbara Davila
+1-267-620-9991 (worldwide)
+1-267-620-9998 (fax)
bdavila@teleosleaders.com (e-mail)

Or visit the Teleos website: www.teleosleaders.com.