

The EMDR Center of Canada Inc.

Basic Training in EMDR

Transfer Request and Agreement

This Transfer Request and Agreement is between The EMDR Center of Canada Inc. and

I originally registered for The EMDR Center of Canada Inc. Basic Training in EMDR course scheduled for the following four Training Sessions:

I request to transfer my tuition to the next scheduled Basic training in EMDR course scheduled for the following four Training Sessions:

I agree to pay a transfer fee of \$150.00. If I am on the tuition by Credit Card installment plan, I agree to continue to pay the original tuition by installment in full as originally agreed upon.

I understand and agree I may transfer between courses only **once. After this request, should I not be able to complete the training, I will need to re-register and pay tuition in full.**

If the time between the first and second training course is *more than six months*, I agree to start over and attend all four Training Sessions at the next training course.

When the time between the first and second training course is *six months or less*, the following conditions apply:

1. If I attended only one day of a Training Session, that will be considered as if I had not attended that Training Session at all.
2. If I attended only Training Session One, then I may resume training at Training Session Two of the next training course.
3. If I attended Training Sessions One and Two only, then I agree to start again at Training Session Two.
4. If I attended Training Sessions One, Two and Three in one course, then I may return and take just Training Session Four.
5. I may elect to start over from the beginning and attend all four Training Sessions.

This agreement is valid when **signed** by both parties and submitted at least **two weeks prior** to the next training. My signature below certifies that I have read, understood and consent to all of the above conditions.

Participant Signature

Date

Jasmine Alexander MA RPC RCC CCC CCPCPR

Date