

HMCT Transfer and Cancellation Policy

As of January 8, 2015, our policy for transfers and cancellations for HMCT is as follows:

Transfer fee

- No transfer fee before starting pre-certification mentoring, if more than 2 months prior to the actual event.
- \$150 Transfer fee to transfer from one HMCT class to another (between 1 and 2 months before the event registered for).
- No transfer inside one month unless special permission from Director of Training or for certain unplanned events.
 - *Unplanned events:*
 - *Certain illness situations require a letter—on letterhead—from a licensed physician confirming that travel and/or participation was not recommended due to the participant's illness.*
 - *Death of immediate family member*
- Inside one month, if transfer is approved, participant will be billed a \$150 transfer processing fee.

Cancellation fee

- No penalty before starting pre-certification mentoring and more than 2 months before the scheduled event.
- \$500 cancellation fee if cancelling between 2 months and 1 month before the event.
- No refund inside 1 month before the event.

Please contact your HeartMath representative who registered you if you have questions.