



Usui Reiki Classes - Level 1 & 2
April 1 - 2, 2017 - Registration Form
with Reiki Master Teacher Susan Hamlin

Saratoga Office: 518-245-8010 • Toll Free Fax: 877-754-3345
 Web: Animal-Whisper.com

Please PRINT your name CLEARLY (As you want it printed on your certificate)

Mailing address _____

Phone(s) _____ Email: _____

Emergency contact _____ phone _____

Class Level: _____ Reiki 1 & 2 (Sat & Sun) _____ Reiki Level 1 (Sat) _____ Reiki Level 2 (Sun)

Have you taken Reiki before? When? _____ (If you're signing up for Reiki 2, and took Reiki Level 1 with another Reiki Master- please fax or mail a copy of your Level 1 certificate)

Please describe your spiritual practices & training in healing arts or bodywork:

Are you interested in Reiki for animals? _____

PLEASE CHECK ONE:

Directions & class info will be e-mailed after registration received

- _____ Reiki Level 1 & 2 Weekend. \$350 total. (\$175 deposit, \$175 at start of Level 1 class)
- _____ Reiki Level 1 - Sat* \$200. (\$100 deposit, \$100 morning of class)
- _____ Reiki Level 2 - Sun* \$200. (\$100 deposit, \$100 morning of class)
- _____ I'm taking Level 2 only, and need a new manual - \$25 (William Rand's 1st & 2nd Degree Manual)

*** Note... Wish to take just one level? Please ask about space available before signing up.**

_____ I am a repeat student - same level – half price tuition (space available)

TELL US HOW YOU WANT TO PAY YOUR TUITION:

- _____ Credit card – invoice will be emailed to you (For whole tuition- see page 2)*
- _____ By check – Deposit enclosed: \$ _____ (Balance due before start of 1st day class)

Please read and sign: I have read & accept the payment / refund / cancel policies on page 3

Signature _____ Date _____

Pre-Registration Due by March 29. Class size small... Please reserve early!

- Saratoga Reiki Class Signup - Page 2 of 3 -

Mail your completed registration form, and deposit payable to:

Susan Hamlin

Address: **Susan Hamlin, PO Box 823, Saratoga Springs NY 12866**

PAYMENT INFO: We accept checks, cash, and credit cards (for full tuition only).

***FOR CREDIT CARD PAYMENTS: We'll email a secure invoice from SQUARE.COM, secure credit card processor. To cover fees credit card company charges us, \$10 (1 class day) and \$15 (two class days) added to the cash/check tuition.**

CLASS FORMAT

This is an experiential class. The morning is classroom time, learning the symbols, history and the practice. You will receive the Usui-Tibetan Attunement for your Reiki class level. Late morning and after lunch will be practice time. Everyone will have an opportunity to give and receive a full Reiki session.

CLASS PREPARATION – WHAT TO BRING

Please bring a bag lunch. Tea, spring water and refrigerator space available. For classes visiting barns, bring footwear and clothes for the weather. For indoor classes, please leave street shoes at the door, and bring indoor only slippers or footwear.

BEFORE CLASS - Be kind to yourself. Drink plenty of water, get rest, and eat a healthy diet. Please wear comfortable, loose fitting clothes, and as a courtesy to others refrain from wearing perfumes, scented products or essential oils to class.

We recommend that you avoid alcohol or other mind-altering substances in the twenty-four hours prior to class. (Please continue to take medications prescribed by your health care provider). After class, please drink plenty of water.

REFUND / CANCEL POLICY – SEE PAGE 3

More about scheduling / snow dates We reserve the right to cancel workshops with full refund for events without enough pre-registrants, or in case of emergency or illness. Winter storm forecast – we'll contact the group ahead of class to see about holding class, or rescheduling to another date.

Please note ... Reiki is not a substitute for medical care from a doctor or other licensed health care provider. We do not diagnose, prescribe or treat specific medical conditions.

PAYMENT POLICY:

Classes are by pre-registration with tuition deposit to hold your space.

Unpaid tuition balances are due at the first day's class before class starts. Payments on class day are by check or cash.

Returned checks are subject to a \$20 fee. Credit card payments are accepted for full tuition by the pre-registration cutoff.

ABOUT REFUNDS AND CANCELLATIONS:

We invest time and expense preparing and organizing individual classes, which are kept small for the benefit of participants. Our cancellation and refund policies reflect the difficulty of finding a student to replace a cancelled registrant at the last minute, and the respect for others inherent in the practice of Reiki.

CANCELLATION AND REFUND POLICY

Refunds are available minus a processing fee for cancellations received up to seven days prior to the first day of the program. Cancellations must be in writing, by email or regular mail. Estimated refund processing time is two to three weeks.

The admin processing fee for cancellation is \$30 for programs costing less than \$250 and \$45 for programs costing \$250 and up.

We understand that emergencies and unforeseen circumstances do happen. For cancellations less than 7 days before class, we offer the courtesy of a one-time transfer of your fees to a different class within 12 months of the originally scheduled class, minus the admin processing fee.

Cancellations received within 48 hours of the first day's class start time forfeit the option of tuition transfer however a 20% off voucher may be given towards your next class of equal value. There will be no vouchers or tuition transfers available for no-shows, or for students cancelling again after transfer. /end