

## Facilitator Guidelines and Policies for Destination Creation Course

- All courses taught by a Destination Creation Course Facilitator must be registered with The Schallert Group. Each course taught must be registered separately.
- All attendees and their contact information should be submitted to The Schallert Group before the course begins so every attendee can be given access to the online trainings and interviews before the course begins.
- When a Facilitator places their workbook order and requests online access for attendees of the course, they will be charged \$129.00/attendee using the credit card on file. Facilitator must contact The Schallert Group with any changes or updates in the credit card information on file.
- Each Facilitator shall set their own cancellation policy for their attendees. This cancellation policy should be given to the attendees as part of their registration.
- If any of the attendees are unable to attend the course, the trainer should immediately notify The Schallert Group via email at [Info@JonSchallert.com](mailto:Info@JonSchallert.com) of the cancellation so access to the trainings and interviews can be removed.
- The Facilitator may substitute another attendee in place of the attendee who is already registered but cannot attend. Notification to The Schallert Group of the cancellation and replacement should be emailed to [Info@JonSchallert.com](mailto:Info@JonSchallert.com) before the course begins.
- Once the Facilitator has placed their order for workbooks and given the attendee list to The Schallert Group, the Facilitator is responsible for the cost of the class materials and online access to the trainings and interviews. No refunds will be issued by The Schallert Group.
- The information contained in the Facilitator Manual and Participant Workbook, including all trainings and interviews, may not be copied, published, broadcast, rewritten, reproduced, or distributed without the prior written authority of The Schallert Group, Inc.