

# Sandtray Play Therapy Certificate Program

## A Training Program for Psychotherapists in Sandtray Play Therapy — A Mindful Approach



### AVAILABLE CONTINUING EDUCATION CREDITS:

- PA Social Work Board (accepted by most states) for LSW, LMFT, & LPC
- Association for Play Therapy — Play Therapy Specific — combination of contact & non-contact hours



### List of Courses (Courses may be taken in any order.) Worth repeating!

- SPT 501: Sandtray Play Therapy with Children Ages 3 to 12 — 27 hr. Training
- SPT 502: Sandtray Play Therapy with Teens & Adults — 27 hr. Training
- SPT 701: Relational Sandtray Play Therapy Applications for working with two or more family members — 15 hr. Training
- SPT 702: Sandtray Play Therapy Using Focusing — 15 hr. Training

Courses may be taken individually or as part of the certificate program.

See individual Sandtray Course Brochures for course details!

### Certificate Program Requirements

These are guidelines for the various FPTC Sandtray Certification Programs. Students are also welcome to take individual courses without completing a program. Upon completion of a program, students receive a frameable certification document that attests to their credentials.

- **Certificate for Sandtray with Children and Families (72 hr.)**
  - Required Courses: 501, 701, 702, and (15 hr. of Seminars here or elsewhere)
  - Required Supervision: 8 hr. Group & 6 hr. Individual
  - Add'l Requirement: Personal Sandtrays -10 incl trays made in 501 & 702
- **Certificate for Sandtray with Teens and Adults (72 hr.)**
  - Required Courses: 502, 701, 702, and (15 hr. of Seminars here or elsewhere)
  - Required Supervision: 8 hr. Group & 6 hr. Individual
  - Add'l Requirements: Personal Sandtrays - 10 incl trays made in 502 & 702
- **Certificate for Sandtray with Children, Teens, Adults, & Families (120 hr.)**
  - Required Courses: 501, 502, 701, 702, and (20 hr. of Seminars here or elsewhere)
  - Required Supervision: 16 hr. Group & 10 hr. Individual
  - Add'l Requirements: 15 incl. trays made in 501, 502, and 702

Note: Completed certificates will reflect hours of training and supervision beyond the minimum requirements, including relevant Advanced Seminars taken at the Center. • Certificate requires some individually made personal sandtrays. • All required courses may be taken through Webinar Courses, which include some live face to face hours. Gr. & Individ. SPV & personal trays can be in person in Dottie's office in Philadelphia or on face to face Webex (a HIPAA-compliant video conferencing system).

### Course Fees

See individual Sandtray Course Brochures with updated dates, fees, and course feedback on our website: [www.fptcenter.com](http://www.fptcenter.com)

### Classroom Ambiance

The webinars were filmed in front of a live classroom audience. The teacher-class interaction provides a lively context and expands the range of the presentations with questions and answers that arise from broad group experience. Theory class segments include Power Point handouts. There is also a chat room which allows dialogue among the actual online participants during the webinars. And our website has a Community Group where you can communicate with other class members; or contact Dottie Higgins-Klein with questions or comments about the training.



- Therapists taking a sandtray course online need to join the class with another therapist. SPT 501 & 502 attendees need a partner for 3 of the 9 classes.
- Two options: You may have a partner onsite with you for parts of 3 classes that need a partner; however, if you do not have a partner, we will help connect you to another therapist, and you will complete this part of the training with your partner online live through with SKYPE. Past feedback is quite positive about this connection. Participants also need a basic set of at least 75 miniatures and one tray with sand.

### Program Director

Dottie Higgins-Klein, LMFT, RPT-S, AAMFT Supervisor. Dottie began practicing mindfulness meditation in 1987, in a course with John Welwood, PhD, called 'Psychotherapy as a Meditative Process'. Through years of group experience with Welwood, which included Eugene Gendlin's focusing work, and while studying with many sandtray pioneers, Dottie combined mindfulness with sandtray theory and practice. She has been teaching postgraduate sandtray courses since 2000, and is a student of Tibetan and Zen Buddhism. Dottie's book, *Mindfulness Based Play-Family Therapy: Theory and Practice* (Norton, 2013), codifies the theory for some of the framework. Dottie is the Director of the Family & Play Therapy Center and an approved provider for APT since 1996. In 2016 she received the APT Play Therapy Professional Education & Training Award.

**Available Continuing Education Credits** — Individual certificates with each course, plus attractive cumulative certificate upon completion of a program.

- PA Social Work Board for LSW, LMFT, & LPC (CEs transfer to many other states. Check with your state social work board.)
- Association for Play Therapy -- Play Therapy Specific – Webinars are non-contact hours
- Family & Play Therapy Center -- Sandtray Play Therapy Certificate Program
- Individual and Group Supervision
- Personal Sandtrays

### What is Sandtray Play Therapy?

Sandtray Play Therapy is a supplement to most traditional kinds of talking therapy. It has non-verbal and verbal capacities that help clients make discoveries, and express both their resources and the traumatic side of life pain. An objective of this course is to enable you to integrate your own theoretical framework in the application of sandtray work.

Sandtray Play Therapy is a body-mind approach that integrates sandtray theory with mindfulness meditation principles, which nurture conscious awareness of a person's whole-life experience. The benefits of mindfulness meditation have been widely researched: an important instance is the work of Jon Kabat Zinn at the Stress Reduction Clinic of the University of Massachusetts Medical School.

Current research literature on how the brain functions in regard to trauma and attachment strongly indicates the psychotherapeutic value of a practice that develops somatic awareness and affect modulation, by using techniques that access the intuitive wisdom that is informed by the body. Because it is experiential it is challenging to explain how powerful this experience is, particularly with clients who have experienced trauma. Advances of understanding in the field of Interpersonal Neurobiology are presented in the writings of Badenoch, Ogden, Briere, Levine, McFarlane, Orloff, Schore, Shapiro, Siegel, Perry, van der Kolk, James, and others. This body-mind approach is concerned with being fully in the present moment. (Stern, Tolle)

Sandtray Play Therapy can appreciate a cognitive-behavioral perspective but takes the experience to a deeper and more holistic level of healing. In Sandtray Play Therapy, the therapist/client relationship, which is key to any successful psychotherapy, is grounded on respect for the conscious, pre-conscious, and unconscious factors of each lived experience as it unfolds.

Sandtray, play therapy, art therapy, and focusing are recommended sensory modalities for healing trauma and a wonderful complement to EMDR process. Each of these provides a simple yet profound way to be with people through the joys and pains of living.

### Who takes this course?

We welcome all therapists of various frameworks who are trained to work with children, teens, or adults and want to include the power of sand miniatures in their work. This course is an especially valuable addition for RPT and RPT-S therapists.



**Overview of the Core Courses** — There is a required text for each course, as well as a recommended book list.

### **SPT 501: Sandtray Play Therapy with Children Ages 3 to 12**

Engaging in pretend sandtrays and learning: 1) use of language that allows the child to go more deeply into the unconscious; 2) how to understand metaphoric language; and 3) how to interpret the meaning of the imaginative sandtray for parents. Theory text: *Sandtray: A Practical Manual*, by Linda Homeyer and Daniel Sweeney.

### **SPT 502: Sandtray Play Therapy with Teens and Adults**

Emphasis on the client-therapist relationship and dialogue to inform the main meaning of the sandtrays while de-emphasizing the therapist's interpretations. There can be both verbal and non-verbal components. Theory text: *Sandplay, The Sacred Healing: A Guide to Symbolic Process*, by Kate Amatruda and Phoenix Helm Simpson.

### **SPT 701: Relational Sandtray Play Therapy Applications**

This course covers many creative applications of Sandtray Play Therapy and invites the deeper relational expression of two or more clients. Directed trays can be adapted to two or more family members of various ages and generations, e.g., child and parent, teen and parent, couples, two siblings, adult and parent. Theory text: *Sandplay Therapy: A Step-by-Step Manual for Psychotherapists of Diverse Orientations*, by Barbara Labovitz Boik and E. Anna Goodwin.

### **SPT 702: Sandtray Play Therapy Using Focusing for Children, Teens, and Adults**

The experience of Sandtray with Focusing (Gendlin) accesses body wisdom, the “felt sense” that can be blocked by thinking too hard. This somatic, experiential component that allows therapists to explore the deeper meanings of sandtray making. Gendlin is the pioneer who initiated emotionally focused psychotherapy in the 1970s. Theory text: *Focusing*, by Eugene T. Gendlin.

### **Sand Analysis Component**

This component emphasizes how to be with a client's sandtray in a mindful way, so that the tray's deeper meanings are revealed from the inside out. Dottie was introduced to these techniques through years of study with the prolific author and Buddhist psychologist John Welwood, and she adapted these techniques to sandtray. The collective experience is both valuable and enjoyable and gives the participants an exponential increase in their understanding of metaphors. Therapists also learn how to differentiate between the chronological age and the developmental age of the tray maker, how to be aware of projections, as they arise, and to tame them, and how to transform their initial interpretation of a client's sand tray by transforming it into a mindfully discerned question or comment that may be posed to help clarify the *client's own* understanding of it.

### **Sandtray Supervision and Continued Analysis**

- Additional supervision of your clients' sandtrays is part of the certificate program. These hours can be received Onsite or Online with Dottie Higgins-Klein RPT-S or another RPT-S licensed supervisor.
- Individual or Group Sandtray Supervision, using live two-way video conferencing; Approved for APT
- Monthly or biweekly Individual Sandtray Process.
- Sandtray/Sandplay Seminars – how to attain these minimum 20 hours?
- Many of our one day Webinars include extensive Sandtrays.
- Completion of 401 or 402 of Play-Family Therapy: A Mindful Approach includes Sandtray credit of 10 hours for each year.
- Seminar trainings taken that offer Sandtray/Sandplay credit at other locations can also count toward our certificate.

### **Qualities of Mindfulness-Based Sandtray Therapy**

- Emphasis on learning to trust the experience of the sacred silence of the sandtray.
- Methods that unfold more of the meanings and metaphors that the child, teen, or adult intends in his or her sandtray, while subordinating the therapist's interpretations.
- Appreciating the body/mind, intuitive/somatic approach to work with depression, anxiety, trauma, attachment, and intrapsychic and family-related issues.

### **Tuition**

See individual brochures at [fptcenter.com](http://fptcenter.com) for fees for each course. Payment plans are available: deposit plus four installments. **Discounts:** Besides early registration discounts for each course or event, we offer 10% discounts for full-time grad students, recent graduates, full-time stay-at-home parents, and retired persons. We also give international participants generous geographical discounts based on the GDP of their country of residence. **Questions about tuition or discounts?** Call Jerry at 215-844-4321, ext 2.

\* The Family & Play Therapy Center is approved by the Pennsylvania State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors to offer continuing education for social workers, marriage and family therapists, and professional counselors. The Family & Play Therapy Center maintains responsibility for the program. **PA Social Work Board CEs transfer to many other states.** Check with your state social work board. No fee for PA SW CEs.

\*\* The Family & Play Therapy Center is approved by the Association for Play Therapy to offer continuing education specific to play therapy. Our provider number is 96-030. The Family & Play Therapy Center maintains responsibility for the program. Those joining our exceptional Webinar Video Replays receive APT non-contact hours.



# Professional Community Online

The Family & Play Therapy Center hosts a *Professional Community Online* that offers free membership to all mental health professionals from anywhere in the world.

Membership in this community of mental health professionals will allow you to

- Connect with fellow participants and expand your professional network.
- Discuss clinical questions with other mental health professionals.
- Pick up your schedules and readings, and receive course announcements for our trainings.
- Access our Interactive Live Online Classrom (iLOC), if you are joining us for class online.

Please follow these instructions to create a profile. If you are having any difficulty, we are always happy to answer any questions and to help guide you through the process. Please feel free to call us in the office at 215-844-4321 ext. 1. Thank you!

## How to Create Your Profile in the Professional Community Online

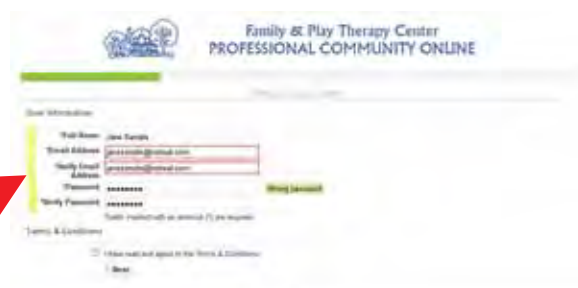
1. Go to our website: [www.fptcenter.com](http://www.fptcenter.com)
2. On the navigation bar across the top, click on the "Community" tab.



3. Click on the "Join Us Now! It's Free!" button.



4. Fill in your full name, e-mail address (2 times), and password (2 times). The email address that you enter here is the one where you will receive notices regarding the community site. This email address will not be displayed, and you may choose a different email below for display in the community.



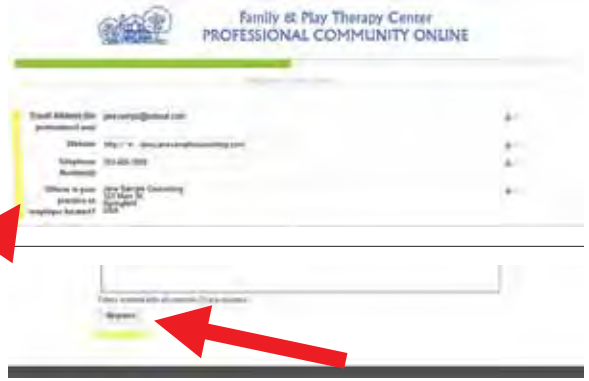
5. Click box to indicate agreement to terms. Click "Terms & Conditions" link to read terms.



6. Click "Next" button.

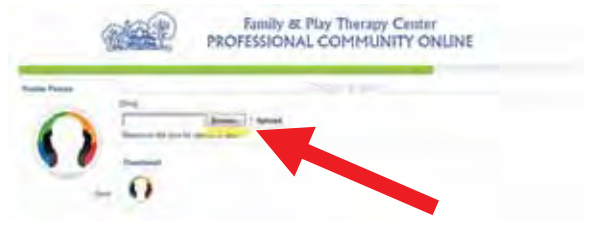


7. Provide information requested. Fields marked with an asterisk are required. The others are optional. We encourage you to provide enough information to give other community members a sense of your background and practice. Please note that the email address that you enter here will be displayed to other members of the community, and it does not need to match the email address that you entered above.

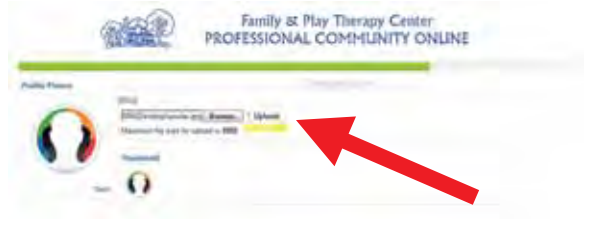


8. When you have completed this information, click the "Register" button at the bottom of the page.

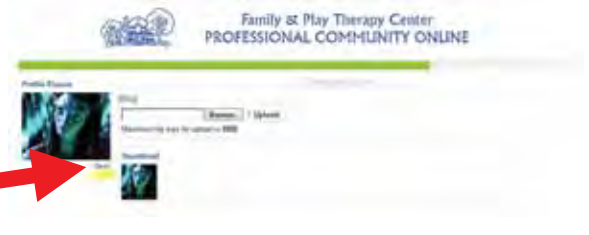
9. Here's where you upload your photo. You may click on "Skip" at the top and upload your photo later, if you don't have one handy. Please keep in mind that a photo on your profile will really allow others in the community to see you as a human being, rather than just a name on a list. In addition, you will only be eligible for certain perks, such as our free seminar attendance drawings, if you have a photo of yourself in your profile. If you are having any difficulty uploading a photo, please let us know, as we are always happy to help!



10. Click 'Browse'.



11. Find and select your photo on your computer. Click 'Upload'. You will see the photo and a preview of the thumbnail that will show up with your posts on the community site.



12. Click 'Next' to complete your registration.

13. Within the next couple of minutes, you will receive an email at the email address that you provided with your password in step 4. The email will contain an activation link. Just click on this link, and your profile will be activated. (If you are having trouble clicking on the link, please copy and paste it into the address bar on your browser.) You are now able to log in to the community site with your email address and password!

NOTE: If you have any difficulty in any of these steps, please give us a call in the office at 215-844-4321 ext. 1, and we'll be happy to guide you through the process!

# **REGISTRATION, DISCOUNTS, & POLICIES**

## **How to Register Online for Courses and Seminars**

**NOTE:** The entire registration process takes place over a secure, encrypted connection in order to ensure the privacy of your information, and we will never share your registration information with anyone else.

### **1. Create a Profile**

In order to register for courses and seminars through our website ([www.fptcenter.com](http://www.fptcenter.com)), **you must have a profile in our community site** (Professional Community Online). If you already have a profile, go on to step 2. If you do not yet have a profile, please click the help button on our website ([www.fptcenter.com](http://www.fptcenter.com)) and follow the instructions for creating a profile. It's free and takes only a few minutes!

### **2. Log in to the Professional Community Online**

Go to [www.fptcenter.com](http://www.fptcenter.com). On the navigation bar across the top, click on the "Community" tab.

### **3. Click on the 'REGISTER' Tab**

Once you are logged into the community site with your profile, just click directly on the 'REGISTER' tab at the top of the screen (NOT the 'View Registration & Make Payments' drop-down menu item below it) in order to start the registration process.

### **4. Select a Course**

Review the listing of courses and select the course you wish to register for by clicking on the title or the 'Register' button.

### **5. Provide Contact Information**

On the first page of the registration process, you will provide your current contact information. This contact information will be used only by us in order to communicate with you, and we will not share it with anyone else. If you are using a discount code (see more information below), then enter it on this page. When you have completed this page, click the 'Next Step' button.

### **6. Review Your Registration Information**

On the next page, please review the contact information and the listing of amount due with registration. If you wish to make any corrections, use the 'Back' button. Otherwise, click the 'Next Step' button to continue.

### **7. Select Your Payment Method**

On this page, please select which payment method you would like to use. If you would like to pay with a credit card (Visa, MasterCard, Discover, or American Express) right away in order to secure your spot in the course or seminar, then select 'Quickbooks Merchant Services'. Your credit card information will be handled with state-of-the-art security and encryption and will not be saved after being processed. If you prefer to pay later, there are several options: Mail in Payment, Call in Payment, and Payment from Agency. Please select the appropriate option. Once you have made your selection, click the 'Next Step' button.

**8. Enter Your Credit Card Information (if applicable)**

If you selected payment by Quickbooks Merchant Services, then you will enter your credit card information on this next page. Once you have completed this page, click the 'Submit' button.

**9. Registration Complete!**

You will receive a message on the screen that your registration has been submitted. You will also receive an email confirmation of your registration and credit card payment (if you made one). If you indicated that you will pay later, please be sure to follow up on that right away in order to be sure that your slot is held.

**IMPORTANT:** The confirmation email will include an attachment of our Ethical and Privacy Agreement. If you have not previously submitted a signed agreement, please print, sign, and return this agreement to us as soon as possible, as it will be required before you attend any course. You may return it by fax (+1 215 844 8877) or by email ([administration@fptcenter.com](mailto:administration@fptcenter.com)).

## DISCOUNTS

In addition to our Early Registration Discount, which will be automatically calculated in your online registration if it is currently available, we also have several other discounts available. We seek to make our courses as accessible as possible to therapists in a range of circumstances. Please note that Early Registration Discounts expressed as a dollar amount refer to the discount from full tuition rate; the discount is applied as a percentage and therefore adjusted based on other discounts applied. Please see specific information and requirements for discounts below.

### **Full-Time Student Discount — 10% discount — Automatically Calculated with Online**

**Registration** — You qualify for the Full-Time Student Discount if you are currently enrolled in a full-time accredited graduate program in a field of psychology, taking at least 3 courses per semester, during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

### **Recent Graduate Discount — 10% discount — Automatically Calculated with Online**

**Registration** — You qualify for the Recent Graduate Discount if you have graduated from an accredited graduate program in a field of psychology during the year preceding your enrollment in a course at the Family & Play Therapy Center, and if you are paying for the course personally.

### **Full-Time At-Home Parent Discount — 10% discount — Automatically Calculated with Online**

**Registration** — You qualify for the Full-Time At-Home Parent Discount if you are at home for child care and do not have employment beyond seeing up to three clients per week, during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

### **Retirement Discount — 10% discount — Automatically Calculated with Online Registration —**

You qualify for the Retirement Discount if you are a retired professional from a field of psychology and do not have employment beyond seeing up to three clients per week during the full term of a course at the Family & Play Therapy Center, and if you are paying for the course personally.

### **Geographical Discounts — 10%–65% discount — Automatically Calculated with Online**

**Registration** — If (1) you are a *full-time resident* of a country that is listed in our Geographical Discount Tables (see below) and (2) you hold a **university degree** in a field of psychology, then you are eligible for a Geographical Discount for attending a course or seminar online through our Interactive Live Online Classroom *as an iLOC @ Home participant*. Please see the tables for percentage of discount and discount codes for use in online registration. If your country falls into Group 6 in our Geographical Discount Tables and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based scholarship.



## Geographical Discount Tables --- *iLOC @ Home ONLY*

To be eligible for these discounts for attending a course or seminar online through our Interactive Live Online Classroom as an *iLOC @ Home participant*, you must (1) **be a full-time resident** of a country that is listed in our Geographical Discount Tables and (2) **hold a university degree** in a field of psychology. If your country falls into Group 6 in the tables below and you are unable to pay the discounted rate, we welcome you to call for information about applying for a need-based scholarship.

### GROUP 1 – 10% Discount

Andorra	Gibraltar	Macau
Australia	Greenland	Monaco
Austria	Guernsey	Netherlands
Bahamas	Hong Kong	Norway
Belgium	Hawaii (US State)	Qatar
Bermuda	Iceland	San Marino
British Virgin Islands	Ireland	Singapore
Brunei	Isle of Man	South Korea
Canada	Israel	Spain
Cayman Islands	Italy	Sweden
Denmark	Japan	Switzerland
Falkland Islands	Jersey	Taiwan
Finland	Kuwait	United Arab Emirates
France	Liechtenstein	United Kingdom
Germany	Luxembourg	

### GROUP 2 – 20% Discount

Aruba	Faroe Islands	Poland
Bahrain	Greece	Portugal
Barbados	Hungary	Saudi Arabia
Cyprus	Lithuania	Seychelles
Czech Republic	Malta	Slovakia
Equatorial Guinea	New Zealand	Slovenia
Estonia	Oman	Trinidad and Tobago

### GROUP 3 – 30% Discount

Antigua and Barbuda	French Polynesia	Mexico
Argentina	Gabon	New Caledonia
Belarus	Guam	Puerto Rico
Botswana	Latvia	Russia
Chile	Lebanon	Saint Kitts and Nevis
Croatia	Malaysia	Saint Maarten
Curaçao	Mauritius	Uruguay

### GROUP 4 – 40% Discount

Anguilla	Iran	Saint Lucia
Brazil	Kazakhstan	Saint Vincent
Bulgaria	Libya	South Africa
Costa Rica	Montenegro	Turkey
Dominica	Northern Mariana Islands	Turks and Caicos Islands
Grenada	Panama	US Virgin Islands
Grenadines	Romania	Venezuela

**GROUP 5 – 50% Discount**

American Samoa	Cuba	Montserrat
Azerbaijan	Dominican Republic	Palau
Belize	East Timor	Peru
Bosnia and Herzegovina	Ecuador	Serbia
China	Jamaica	Suriname
Colombia	Republic of Macedonia	Thailand
Cook Islands	Maldives	Tunisia

**GROUP 6**

**Option 1: Online Registration Now – 65% Discount**

**Option 2: If your country falls into Group 6 and you are unable to pay the discounted rate, please call us at +1 215 844 4321 to apply for a need-based scholarship.**

Afghanistan	Haiti	Republic of the Congo
Albania	Honduras	Rwanda
Algeria	India	Saint Helena, Ascension and Tristan da Cunha
Angola	Indonesia	Saint Pierre and Miquelon
Armenia	Iraq	Samoa
Bangladesh	Jordan	São Tomé and Príncipe
Benin	Kenya	Senegal
Bhutan	Kiribati	Sierra Leone
Bolivia	Korea, North	Solomon Islands
Burkina Faso	Kosovo	Somalia
Burma	Kyrgyzstan	Sri Lanka
Burundi	Laos	Sudan & South Sudan
Cambodia	Lesotho	Swaziland
Cameroon	Liberia	Syria
Cape Verde	Madagascar	Tajikistan
Central African Republic	Malawi	Tanzania
Chad	Mali	Togo
Comoros	Marshall Islands	Tokelau
Côte d'Ivoire	Mauritania	Tonga
Democratic Rep. of the Congo	Moldova	Turkmenistan
Djibouti	Mongolia	Tuvalu
Egypt	Morocco	Uganda
El Salvador	Mozambique	Ukraine
Eritrea	Namibia	Uzbekistan
Ethiopia	Nauru	Vanuatu
Federated States of Micronesia	Nepal	Vietnam
Fiji	Nicaragua	Wallis and Futuna
Gambia	Niger	West Bank and Gaza
Georgia	Nigeria	Western Sahara
Ghana	Niue	Yemen
Guatemala	Pakistan	Zambia
Guinea	Papua New Guinea	Zimbabwe
Guinea-Bissau	Paraguay	
Guyana	Philippines	

## COURSE WITHDRAWAL & PAYMENT POLICIES

### Course Withdrawal Policy for Academic Term Courses:

*Academic Term Courses are courses that meet over the span of several months on a biweekly or monthly basis. Tuition is composed of (i) a deposit, which must be paid at the time of registration, and (ii) installments, which may be paid according to the schedule described in the course brochure.*

- (a) If participant withdraws prior to four weeks before the first day of a course, then participant will receive a refund of the paid deposit and installments, minus a \$50 withdrawal fee.
- (b) If participant withdraws within four weeks of the first day of a course, but earlier than one week before the first day, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$50 withdrawal fee.
- (c) If participant withdraws within one week before the first day of a course or on the first day of a course, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$100 withdrawal fee.
- (d) Following the first day of a course, participant is committed from completing the course, and participant is responsible for payment of full yearly course tuition. Full course tuition is not reduced on account of absences; however, participant may attend missed classes with no charge during the next time that the class is offered in the recurring cycle of the curriculum.
- (e) A late fee will be assessed for past-due balances and late payments. See our payment plan brochure for details.

### Course Withdrawal Policy for Short Term Courses:

*Short Term Courses are courses and seminars that meet over the span of one to five contiguous days. Tuition is composed of (i) a deposit, which must be paid at the time of registration, and (ii) installments, which may be paid according to the schedule described in the course brochure.*

- (a) If participant withdraws prior to four weeks before the first day of a course, then participant will receive a refund of the paid deposit and tuition, minus a \$50 withdrawal fee.
- (b) If participant withdraws within four weeks of the first day of a course, but earlier than one week before the first day, then participant will receive a refund of paid installments and a credit in the amount of the paid deposit to be applied to future training or supervision at the center, minus a \$50 withdrawal fee.
- (c) If participant withdraws within one week before the first day of a course or on the first day of a course, then participant forfeits either (i) \$150 or (ii) half of the paid deposit and installments, whichever is greater, and will receive a credit in the amount the remaining paid deposit and installments.
- (d) Following the first day of a course, participant is committed to completing the course, and participant is responsible for payment of full course tuition. Full course tuition is not reduced on account of absences.
- (e) A 1% late fee for past-due balances will be assessed at the end of each month, based on the amount past due on the last day of the month.

## **Payment Plan for Academic Term Courses**

The Family Center offers a payment plan for Academic Term Courses. Upon registration for the course, registrant pays the deposit. The tuition balance can be paid either in 8 monthly installments starting on September 1, or in a one-time payment on September 1 (or upon registration, whichever date is later). The installment plan is charged by the Center in our administrative office and there is no extra fee for this plan.

## **QUESTIONS?**

If you have any questions, please call us in the office at +1 215 844 4321 ext 1.  
Thank you!

**Family & Play Therapy Center  
6811 Quincy Street  
Philadelphia, PA 19119**

**Tel: +1 215 844 4321**

**Fax: +1 215 844 8877**

**Web: [www.fptcenter.com](http://www.fptcenter.com)**

**Email: [workshops@fptcenter.com](mailto:workshops@fptcenter.com)**