

**HOSTED
VIDEO REPLAY**

SPT 701: Relational Sandtray Applications — A Mindful Approach *15-Hour Online Webinar — includes 3 hours live connection with presenter*

Dates: Three-Day Webinar — Friday, August 2 to Sunday, August 4, 2019

Time each day: 9:00 AM–5:30 PM ET; 6:00 AM–2:30 PM in California; starts early afternoon in UK & Ireland; early evening in India & Russia; late night/early morning in Australia & Japan

New Format: **HOSTED VIDEO REPLAY – Read description below*****

Instructor: Dottie Higgins-Klein, LMFT, RPT-S, AAMFT Supervisor

CEs: 15 CEs: Total of 15 APT Play Therapy specific hours:
3 contact hours & 12 non-contact hours

Tuition: \$225 with Early Registration by June 4
(See payment and discount information below.)



Rating: **Course Rating — 4.9 (out of 5)**

*****HOSTED VIDEO REPLAY — Live Connection Components, including Chat Room**

During the webinar, the chat room will allow participants to communicate with one another. The final hour of each day will be a live online discussion with the presenter, Dottie Higgins Klein to integrate the day's material. Participants will see Dottie in her Sandtray office and be able to call in or type in questions and comments. In addition, Dottie is available for questions in advance of the training at 215-844-4321, ext 3.

Course Overview

Sandtray Play Therapy integrates Sandtray theories with mindfulness meditation, which is a practice that nurtures conscious awareness of a person's whole-life experience. This method of Sandtray work reinforces the development, in therapy clients, of somatic awareness and affect modulation. Current research literature in the field of Interpersonal Neurobiology strongly supports these body-mind processes as being of great value for healing trauma and for personal integration. Sandplay has a "notable ability to awaken and then regulate right-brain limbic processes and can make it a powerful way to address painful, fearful, dissociated experiences." (from *Being a Brain-Wise Therapist: A Practical Guide to Interpersonal Neurobiology*, by Bonnie Badenoch)

Participant Rating: This course has been deeply appreciated over the years. Last time it was offered in the Summer of 2017, the average of all the participants' ratings was 4.9 out of 5.

Course Highlights

This course covers many creative applications of mindfulness based Sandtray and invites the deeper relational expression of two or more clients, of various ages and generations. View videos from actual client sessions and from this popular course demonstrating Relational Sandtray theory and techniques. Acquire easy-to-learn tools that you can frequently use to engage clients in a meaningful way.

- Directed conjoint trays can be adapted to two or more family members of varying ages, eg., child and parent, teen and parent, couples, two siblings, adult and parent, etc.
- Use of individuation and cohesive trays for divorce or stepfamilies
- Theory and demonstration using Trauma Reality Sandtray of a 13-year-old whose destructive behavior is rooted in her parents' earlier ways of parenting that did not meet her needs. (Theory in Dottie Higgins-Klein book, pp. 278-285 – see below)
- Two- or three-generational family-of-origin trays: theory, application, and discussion
- Using contrasting symbols of strength and vulnerability with any two relationships
- Exceptional couple video demonstrating a simple exercise using 6 objects for each. The depth of the conversation that happened is noteworthy. This exercise can be adapted for two people of various generations and ages.
- "Mindreading:" A sandtray exercise that helps any 2 people to improve communication through an understanding of the strengths and problems of Mindreading
- Sandtrays for breaking patterns / undesirable ways of relating
- PowerPoint guide that matches the presenter's Power Point will be included as printable handout. Handouts will also include outline of many of the exercises in the webinar.



Required Reading

- *Sandplay Therapy: A Step by Step Manual for Psychotherapists of Diverse Orientations*, by Barbara Labovitz Boik and Anna Goodwin, - Reading the chapters in the following order will match the class schedule: Chapters 7, 5, 8, 9, 4, 6, 10, 1, 2, and 3. Past participants have found it advantageous to do the readings in advance.
- *Mindfulness-Based Play-Family Therapy: Theory & Practice*, by Dottie Higgins-Klein (Norton, 2013)

Recommended Reading

- *Wherever You Go, There You are: Mindfulness Meditation in Everyday Life*, by Jon Kabat-Zinn, read chapters 1, 2, and 3. The course will include 5 minute periods of mindfulness meditation.
- *Sandplay: Past, Present, and Future*, by Rie Rogers Mitchell and Harriet Friedman. This can also be read after the class)

Prerequisites

This webinar is recommended particularly for RPT and RPT-S therapists or for those who have at least 50 hours towards that credential. (Newer trainees: see Training Brochure PFT 401 & 402 [fptcenter.com / brochures](http://fptcenter.com/brochures)) Sandtray Play Therapy courses may be taken in any order, although some prior training in Play Therapy, Family Therapy, or Sandtray Therapy is recommended. Participants in the United States must hold a graduate degree or be currently enrolled in graduate school in a related field. Participants outside the United States must have or be in the process of acquiring the appropriate credentials for practicing mental health services in their country.

Instructor

Dottie Higgins-Klein, LMFT, RPT-S, AAMFT Supervisor, received her Master of Family Therapy degree from Hahnemann University (now Drexel University). She is a Supervisor for the American Association of Marriage and Family Therapy (AAMFT) and a Registered Play Therapist Supervisor for the Association for Play Therapy (APT). Dottie began practicing mindfulness meditation in 1987 in a course with John Welwood called 'Psychotherapy as a Meditative Process'. She is a life student of Tibetan and Zen Buddhism. Having followed the framework that she learned over many years, including Focusing, she combines Mindfulness with Sandtray theory and practice and has been teaching sandtray postgraduate courses for more than twenty years.

Dottie is the clinical and administrative director of the Family & Play Therapy Center and author of *Mindfulness-Based Play-Family Therapy: Theory and Practice* (Norton, 2013). She was the recipient of the 2016 APT Play Therapy Professional Education & Training Award.

Family Center Sandtray Certificate Program: The Family Center offers a certificate program in Sandtray Play Therapy. Courses can be taken individually or as part of the Program. See Certificate Brochure and Participant Feedback from past classes on our website: www.fptcenter.com. The courses for children, adults, and relational family groups are grounded in different methodologies and may therefore be taken in any order unless otherwise noted.

SPT 701: Relational Sandtray Applications

TUITION	Early Reg. Deposit (by 6/4)	75.00	15 CREDIT HOURS AVAILABLE		
	2nd Payment due 7/9	150.00			
	TOTAL early tuition	\$225.00	CONTACT	PA Social Work Board for LSW, LMFT, & LPC*	3 hr.
	Deposit after 6/4	100.00	NON-CONTACT	Association for Play Therapy** -- Play Therapy Specific	3 hr.
2nd Payment due 7/9	150.00	PA Social Work Board for LSW, LMFT, & LPC*		12 hr.	
TOTAL early tuition	\$250.00	Association for Play Therapy** -- Play Therapy Specific		12 hr.	
DISCOUNTS	Early Reg. Disc. (by 6/4): \$25 discount		Sandtray Play Therapy Certificate Program		15 hr.
	Full-Time Student: 15% discount Recent Grad (Spring '19): 10% discount Retirement Discount: 10% discount Geographical Discounts: See registration details online!		* 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.		
Course Withdrawal & Payment Policies: (a) If participant withdraws earlier than four weeks prior to the first day of a course, then participant will receive a full refund of the paid deposit, minus a \$25 withdrawal fee. (b) If participant withdraws within four weeks before the first day of a course (but earlier than one week prior to the first day), then participant will receive a full credit in the amount of the paid deposit to be applied to future courses and seminars at the center, minus a \$25 withdrawal fee. (c) If participant withdraws within one week before the first day of a course, then the deposit is forfeited. (d) Following the first day of a course, all payments are due as scheduled, and participant is responsible for payment of entire course tuition. Tuition is not reduced on account of missed class days. (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.					



SPT 701: Relational Sandtray Applications

Feedback from Past Participants

"I really enjoyed the videos that were shown during the Sandtray Course as it is easy for me to learn from examples." — AV

"I valued focus on the challenge to stay true to oneself in our work. Acceptance." — HL

"I have been piecing together classes for RPT, so I feel I have a basis to say that this FPT Center course was outstanding: the pre-class documents and support, and the apparent thought and planning that went into putting together this high-quality on-line class. Dottie's warmth and experience are so evident." — MR

"The videos of actual session material were the most helpful in terms of professional development, followed by group discussion. I did not have a negative reaction to any aspects of the training." — JR

"The presentations were really deep and cohesive today. Great examples of how the relational aspect of this work and sand can happen."

"I love the mindfulness component of the course, very grounding and a good reminder of what is so important to our practice...also felt the various examples were extremely helpful in demonstrating possible ways to use a relational sand tray with couples and families." — AC

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

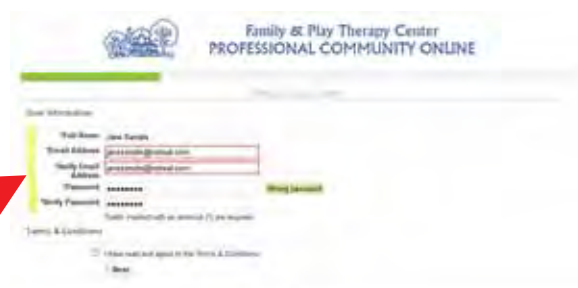
1. Go to our website: www.fptcenter.com
2. On the navigation bar across the top, click on the "Community" tab.



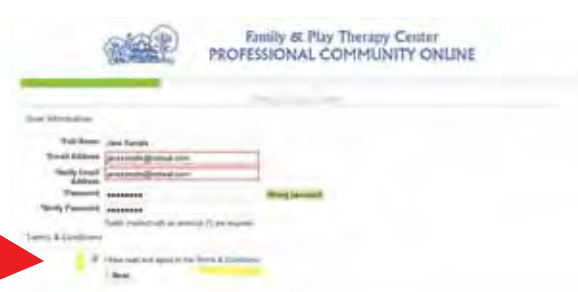
3. Click on the "Join Us Now! It's Free!" button.



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.



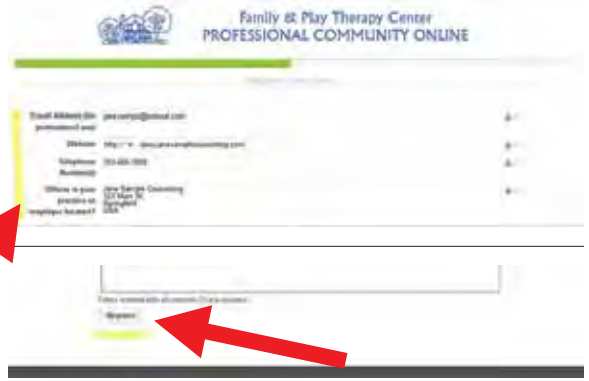
5. Click box to indicate agreement to terms. Click "Terms & Conditions" link to read terms.



6. Click "Next" button.

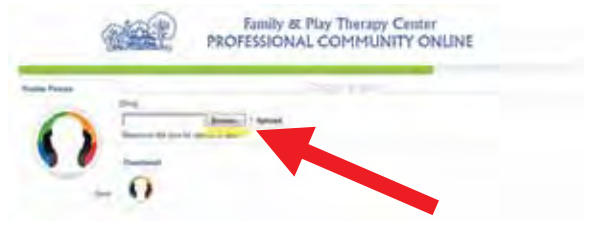


7. Provide information requested. Fields marked with an asterisk are required. The others are optional. We encourage you to provide enough information to give other community members a sense of your background and practice. Please note that the email address that you enter here will be displayed to other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

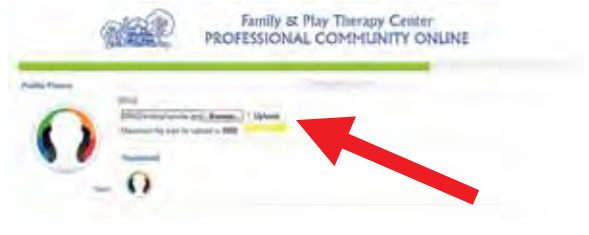


8. When you have completed this information, click the "Register" button at the bottom of the page.

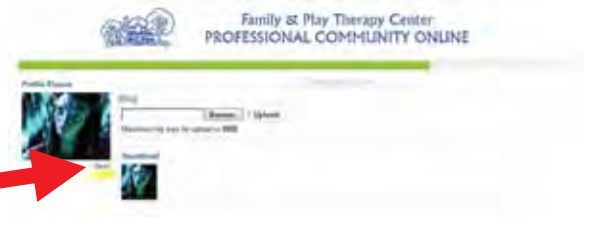
9. Here's where you upload your photo. You may click on "Skip" at the top and upload your photo later, if you don't have one handy. Please keep in mind that a photo on your profile will really allow others in the community to see you as a human being, rather than just a name on a list. In addition, you 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), **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) 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. 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 and Location

Review the listing of courses and select the course you wish to register for by clicking on the title or the 'Register' button. Each course or seminar includes a separate listing for each available location. Please be sure that you are selecting the appropriate location. See more information about locations below.

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 in order for you to join us either onsite or online. You may return it by fax (+1 215 844 8877) or by email (administration@fptcenter.com).

LOCATIONS

We have several locations available for our courses and seminars. Please see the brochure for the course or seminar you are interested in to check which locations are available for that course or seminar. Be sure that you are selecting the correct site when registering.

Onsite: Our main location in the beautiful Mt. Airy neighborhood of Philadelphia, where the presentation will actually be taking place

Annex: A community space near our 'Onsite' location with a live video connection through our Interactive Live Online Classroom

iLOC @ Home: A live, individual video connection for you from your home or work through our Interactive Live Online Classroom

iLOC Group: A live video connection for you and a group of other therapists ... See the list of current sites attached to the course or seminar brochure on our website or start your own!

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. The following three discounts may be selected during online registration: (1) Full-Time At-Home Parent Discount, (2) Retirement Discount, and (3) Geographic Discount. If you are eligible for the Full-Time Student Discount or the Recent Graduate Discount, you must call the office to receive a special discount code prior to registering online.

Full-Time Student Discount — 15% discount — Call for Discount Code Prior to 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 — 15% discount — Call for Discount Code Prior to 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 (iLOC @ Home ONLY) — 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 full scholarship.

iLOC Group Discounts — Please call the office to arrange group registration and register online individually with the location ‘iLOC Group’. — Please see detailed information below concerning our iLOC Group Discounts, which allow for groups attending together from a remote location via our live online classroom to pay discounted rates depending on group size.

Need-Based Scholarships — Please call to discuss your situation with the director of the center.

— We have a limited amount of need-based scholarship available to those whose financial circumstances prevent them from paying the full rates for courses. Please call the office to discuss the application process and to arrange for a discussion with the director of the center.

Agency Discounts — Please call to discuss this possibility with the director of the center. — We

are sometimes able to extend discounts to agencies that are paying for multiple participants in a given course. Please call the office to arrange for a discussion with the director of the center.

iLOC GROUP DISCOUNTS

For those attending a course or seminar in an iLOC Group, the discounts received are described in the table below. The discounts vary by group size, and the maximum discount available is 50%. Therefore, when you register for an iLOC Group, you pay 50% of the tuition, which is the amount you will pay in total if your group grows to include 10 people. Eight days before the start of the course or seminar, the group sizes are finalized and your balance due is calculated based on the table below. We ask that you pay the balance promptly at this time, either on the community site (hover over 'REGISTER' and click on 'Make Payments') or by phone (+1 215 844 4321 ext 1 or ext 4). Please call with any questions!

Number of Participants in iLOC Group	Discount	SAMPLE — Based on a \$165 Seminar			
		With Early Registration		Without Early Registration	
		Due with Registration	Balance Due One Week Prior to Event	Due with Registration	Balance Due One Week Prior to Event
10 or more	50%	\$74.25	\$0.00	\$82.50	\$0.00
9	45%	\$74.25	\$7.43	\$82.50	\$8.25
8	40%	\$74.25	\$14.85	\$82.50	\$16.50
7	35%	\$74.25	\$22.28	\$82.50	\$24.75
6	30%	\$74.25	\$29.70	\$82.50	\$33.00
5	25%	\$74.25	\$37.13	\$82.50	\$41.25
4	20%	\$74.25	\$44.55	\$82.50	\$49.50
3	15%	\$74.25	\$51.98	\$82.50	\$57.75
2	10%	\$74.25	\$59.40	\$82.50	\$66.00

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 full scholarship.

GROUP 1 – 20% 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 – 30% 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 – 40% 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 – 50% 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 – 60% 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 – 75% 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 full 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.

QUESTIONS?

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

**Family & Play Therapy Center
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Philadelphia, PA 19119**

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Email: workshops@fptcenter.com