

Dates: Three-Day Webinar — Thursday, July 18 to Saturday, July 20, 2024

Time: *Thurs./Fri. 7/18 & 7/19: 9:00 AM–4:00 PM ET*

Sat. 7/20: 9:00 AM–2:00 PM ET

Starts 6:00 AM in California; starts early afternoon in UK & Ireland; early evening in India & Russia; late night/early morning in Australia & Japan. *Schedule includes a 30-min. lunch.*

Format: **Hosted Video Replay** — 16-hr. Online Webinar — includes live discussion hour each day with presenter**

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

CE Credits: 16 non-contact hours

APT Approved Provider 96-030: Family & Play Therapy Center has been approved by the Association for Play Therapy (APT) as an approved provider for continuing education since 1996. Director, Dottie Higgins-Klein, was awarded the professional training and education award for 2015 by the APT.

Tuition: \$225 with Early Registration by June 15 — \$275 after June 15

(See payment and discount information below.)

Rating: **Course Rating — 4.9 (out of 5) — See feedback below.**



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

Description: This three-day webinar has three components: Previously recorded presentations, live partner exercises, and live class discussions. During the webinar, the chat room allows participants to communicate with one another. And our website has a Community Group where you can communicate with other class members outside of class.

- **The presentation videos** include power point presentations and demonstrations of focusing sessions. The presentations were originally recorded in front of a live audience and this provides a lively ambiance by including questions and answers that arise from broad group experience. Participants have been pleased with the real-life demonstrations in the client videos.
- **Live Focusing Exercises:** On days one and two, class members pair up online to do focusing practice face-to-face. Participants have found that these live exercises give them valuable experiences that apply to both their professional and personal lives.
- **Live Class Discussion:** The final hour of each day will be a live online discussion with presenter Dottie Higgins Klein. Discussions on Days one and two will process the experience of doing the partner exercises. The third day's discussion will address the overall seminar experience. These discussion hours are in Zoom Meeting format so that class members see Dottie and each other. In addition, Dottie is available for questions in advance of the training at 215-844-4321, ext 3.
- **Attending the classes online:** Our policy is that participants are in a private location at a computer, use a private network, and not to be driving in a car or using other transportation. In order to maximize the experience of a shared class community, we require participants to attend with their video cameras on.

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 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 also 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 2020 in the hosted video format, the average of all the participants' ratings was 4.9 out of 5. Read feedback below!



Course Highlights

This course includes basic training in the use of Focusing, which is a somatic, contemplative experience of the inner landscape, developed by Eugene Gendlin. Gendlin was a pioneer in the field of emotionally-focused somatic therapy methods, and he was honored three times by the American Psychological Association for his development of experiential psychotherapy. We use his book *Focusing*, which has sold over 600,000 copies and has been translated into seventeen languages. Focusing adds a powerful experience to adult and teen sandtray process and is compatible with EMDR and with recommendations for treatment by Interpersonal Neurobiology (IPNB).

In addition to some trainings with Gendlin, Dottie trained in mindfulness and focusing for six years with teacher/author, John Welwood, PhD, who combines East-West spirituality and psychology, and with a group of therapists working in these approaches. John Welwood's application of Focusing brought in valuable elements that facilitate access to the felt sense in the body. Dottie has used Focusing in her practice for over thirty years.

In this workshop, focusing will be combined with Sandtray Therapy for adults and adolescents. The form of Focusing in this course is adapted to working with children during Talk Time, and this way of working with children will be demonstrated and discussed. (Talk Time – p. 70-74/kindle chapter 4 p. 2-6 in *Mindfulness-Based Play-Family Therapy: Theory and Practice*)

Objectives – At the end of this workshop, the participant will be able to

- Extrapolate principles of application from both demonstration videos and live partner exercises.
- Apply the principles of Focusing to the therapist's work in conjunction with Sandtray Play Therapy.
- Demonstrate specific skills of language in the context of using Focusing with Sandtray Play Therapy.
- Explain the value of silence in attending a session of Sandtray Play Therapy.
- Utilize a mindful approach to the reading of client's metaphors in sandtrays.
- Identify the value of combining Sandtray Play Therapy with an emotionally focused approach to healing trauma for teens and adults.
- Monitor the therapist's own personal experience during Sandtray Play Therapy and Focusing.

Prerequisites

We highly recommend that you have taken at least one course in Sandtray Play Therapy or Sandplay Therapy. 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.

Family Center Certificate Program in Sandtray Play Therapy

The Family Center offers a certificate program in Sandtray Play Therapy. This certification also requires participation in the year-long sandtray training (9 monthly classes). There are other components to the certificate program and the Family Center will continue through the next few years to offer those components, so there will be time to complete the requirements.. Courses can be taken individually or as part of the Program Questions? Contact the office for more information at 215-844-4321, ext 2 or email jerry@fptcenter.com .

Geographical Discounts

We are dedicated to providing excellent trainings to our international community. To facilitate this, we offer generous geographical discounts based on the GDP of each student's country of residence. Refer to the table at the bottom of the brochure.

Instructor

Dottie Higgins-Klein, LMFT, RPT-S, AAMFT Supervisor, received her Master of Family Therapy degree from Hahnemann University (now Drexel University). Dottie began practicing mindfulness meditation in 1987 in a course with John Welwood called 'Psychotherapy as a Meditative Process,' which also introduced her to Focusing. She is a life student of Tibetan and Zen Buddhism.

Having studied Sand Therapy for many years, especially with Harriet Friedman and Rie Rogers Mitchell, authors of *Sandplay Therapy: Past, Present and Future*, Dottie combines Mindfulness with Sandtray theory and practice. She has been teaching postgraduate courses in Sandtray Therapy for more than twenty years. Dottie is the clinical and administrative director of the Family & Play Therapy Center. She is author of *Mindfulness-Based Play-Family Therapy: Theory and Practice* (Norton, 2013). Dottie was the recipient of the 2016 APT Play Therapy Professional Education & Training Award.



Feedback from Past Participants of the Sandtray Using Focusing Course

"What a great class! I truly valued the lecture, video sessions, and partnering exercises. I was very aware of how vulnerability, empathy, and technique collaborated in the focusing/sandplay experiences allowing therapists to hold the space with clients and clients to experience change emotionally, somatically, and cognitively as they heal and find meaning in their stuck experiences." -CF (2020)

"Beautiful, complex, experiential, learning! Very dramatic pair of videos! Very Dramatic experiencing of focusing!" -BH (2018)

"I found today very impactful both as a therapist and as a recipient of the intervention. It was very interesting to experience the difference between doing the focusing before and then after sandtray. I really liked Dottie's comments about EMDR and how focusing with sandtray may be doing similar work but more gentle. I have really enjoyed this process and learning this to add to my play therapy skills. In addition, watching Dottie work with clients has also been rejuvenating for me as a therapist. Sometimes that "left brain" therapist gets in the way and this was a great reminder of the power of clinical intuition and a right brain approach to therapy." -BW (2020)

"There is not enough space to express the gratitude for all you have taught us. I have an inquisitive mind and love to learn. This weekend is my top pick for the most I've learned in the past twelve years. It was also reminding me to do self care while I hold the stories of theirs. I have to continue to find ways to relieve stress, which am thankful you showed us today. I thought there was terrific energy here and was pleased to share it. Thank Jerry (tech) for his terrific way of being." -CP (2018)

"I really love the content. I find this is something that I will really utilize." -KC (2018)

"I found the experiential parts with a zoom partner so helpful for learning both the content but also gaining more exposure to this work in the context of the having to use telehealth during our current climate." -KO (2020)

"This was a changing life experience. I have learned so much about myself. This will be very valuable in my work as a family therapist!! Thank you for your gentleness." -BM (2018)

"I really enjoyed starting the exercise with sandtray. The experience today was very enlightening. I got so much out of simply creating the tray and being able to visually inspect my stuck problem, rather than only thinking of it in words. I had shared with my partner that I've been looking at incorporating sandtray into clinical supervision and this exercise was affirming to me how sandtray could enrich the supervision process." -EA (2020)

"My personal sandtray/focusing experience was a major breakthrough for me." -BH (2018)

"I have found the course content very creative and holistic in its approach. I really appreciated having the hand-outs prior to the class today. Dottie's invitation to questions and discussion after the experiential and the videos really helped to inform and clarify my understanding of the felt sense in focusing. I have very much enjoyed today's class." LB (2020)

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

TUITION	Early Reg. Deposit (by 6/15)		75.00	16 CREDIT HOURS AVAILABLE (non-contact)
	2nd Payment due 7/15	150.00	\$225.00	
DISCOUNTS	TOTAL early tuition		\$225.00	Sandtray Play Therapy Certificate Program
	Deposit after 6/15		125.00	PA Social Work Board for LSW, LMFT, & LPC**
	2nd Payment due 7/15		150.00	Association for Play Therapy*** -- <i>Play Therapy Specific</i>
TOTAL later tuition		\$275.00		
Early Reg. Disc. (by 6/15): \$50 discount* Full-Time Student: 10% discount Full-Time Parent: 10% discount Retirement Discount: 10% discount Geographical Discounts: See registration details online!		* Early Registration Discount is applied as a percentage of actual tuition rate, adjusted for discounts applied. ** 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: <ul style="list-style-type: none"> (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. 				



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 Classroom (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

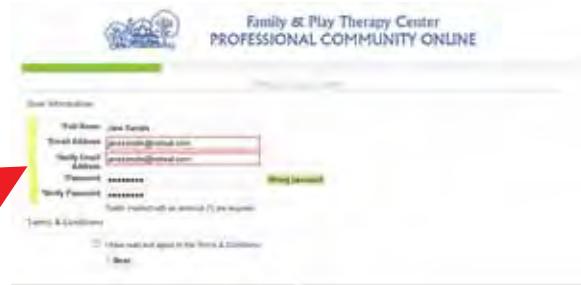
1. Go to our website: www.fptcenter.com
2. On the navigation bar across the top, click on the "Community" tab.



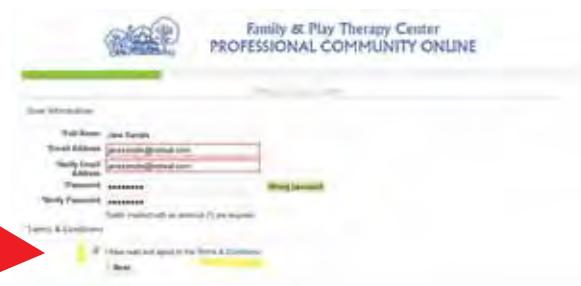
3. Click on the "Join Us Now! It's Free!" button.



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.

User Information

Full Name: Jane Sample
Email Address: jane.sample@fptcenter.com
Notify Email: jane.sample@email.com
Password:
Verify Password:

I have read and agree to the [Terms & Conditions](#)
 Yes

Next Step

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.

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Email Address (Required): jane.sample@fptcenter.com
Professional Title: [View Details](#)
Website: [View Details](#)
Telephone: [View Details](#)
Where do you practice?: [View Details](#)
Practice Type: [View Details](#)
Location: [View Details](#)
Language(s) Spoken: [View Details](#)

Register

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.

Family & Play Therapy Center
PROFESSIONAL COMMUNITY ONLINE

Profile Photo

Browse... Maximum file size allowed is 2MB

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

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).

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
Email: workshops@fptcenter.com**