



BoardMatch® Leaders Course

Withdrawal and Rescheduling Policy

Altruvest Charitable Services is committed to providing a quality learning experience for all of our BoardMatch Leaders course participants. An essential element of the learning experience is related to the case study groups and interaction amongst the course participants.

Written notice is required for all BoardMatch Leaders course withdrawals and transfers. To request a withdrawal or transfer please send an email to the Course Administrator at bwed@altruvest.org.

The following withdrawal and rescheduling fees are applicable to BoardMatch Leaders course registrants* for calendar days prior to the course start date:

Weeks from Course Start Date	Withdrawal and Rescheduling** Fees
46+ calendar days	\$150
31-45 calendar days	30% of the course fee
0-30 calendar days	100% of the course fee

****Rescheduling Guidelines**

Selection of an alternate course date must be made within 2 weeks of withdrawal from the original course start date. The new course date selected must be within 18 months of the original course date. One course re-scheduling is permitted per course participant.

Substitution Guidelines

If you are unable to attend, we encourage you to substitute another appropriate participant from your organization. Substitutions must be made in writing 30 calendar days before the scheduled course and be for the same course date.

*The Withdrawal and Rescheduling Policy does not apply to Board Search Support packages - full refunds are available for board search support packages in the case of withdrawals.