

## How to register for Continuing Education Courses

### Registration

- Print out a copy of our registration form, complete it and fax it to us (credit card payments only) at 757-595-7656, or mail it to us with a check or your credit card information to:

**Institute of Health & Healing  
ATTN: Continuing Education  
11847 Canon Blvd., Suite 8  
Newport News, VA 23606**

- Bring in your Continuing Education Registration form in person. Our office hours are 9:00 am to 7:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturday.
- Call us at 757-595-7757

### Registration Policies:

Continuing Education class space is limited and tends to fill up quickly. Please register early to guarantee a spot in each course. All courses require 50% deposit of tuition (or a specific stated amount) at the time you register. When your deposit is received, a receipt of payment and balance information will be mailed along with any special instructions on what to bring or wear to your class. All classes must be paid in full seven (7) days prior to the first day of class.

### Once we receive your registration and payment:

You will receive confirmation from us by mail or by phone.  
If you do not receive a confirmation, contact Continuing Education at 757-595-7757.

The Institute of Health & Healing is certified to operate by the State Council of Higher Education for Virginia.



State Council of  
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# INSTITUTE Of Health & Healing

*A Life Enrichment Center Inc., Company*

11847 CANON BLVD., SUITE 8, NEWPORT NEWS, VA 23606  
CAMPUS: 757.595.7757 CLINIC: 757.873.3900 FAX: 757.595.7656 WEB: ihhinfo.com

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## Refunds and Withdrawals

Minimum enrollment must be met in order to present any course. The Institute of Health & Healing reserves the right to cancel any course due to insufficient enrollment. If a course is cancelled by the school, the participants are advised of the cancellation prior to the course start date, and any money paid toward the course tuition may be refunded. In the unlikely event that you cannot attend a workshop for which you are registered, please call the school at least 7 days prior to the start date of the course. Upon notification, all tuition paid toward the course will be refunded. No refunds will be given to participants who withdraw less than seven (7) days prior to the start date of the course or who fail to attend the full number of class hours due to no fault of the school.

If you have to make travel plans to attend the course, please call the school no later than 7 days before class starts to verify the status of the course enrollment. In the event that circumstances outside the control of the school require the cancellation of the course in less than 7 days prior to the start date - the school will refund any money it received from you. However, you will be responsible for any other cancellation fees/expenses you may have incurred (plane tickets, hotel deposits, etc.).

If you do not attend the full Continuing Education hours of the course, you will not receive a certificate of completion for any of the hours in the course. The school has reserved your space in the course and partial participation in a course does not qualify as a completion of the course. No partial refund will be given for the hours you do not attend. The tuition you have paid toward the course will be forfeited by you.

If you have any questions, please feel free to call the Continuing Education office at 757-595-7757.

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