



Retreat Schedule and Special Cancellation Policies for the month-long retreat with Leigh Brasington

Retreat Arrival/Departure:

Arrival date and time:..... 1:00 pm to 6:00 pm Friday, day of arrival
Dinner is served at:..... 6:00 pm
The first session will begin at:..... 7:30 pm
Ending date and time:..... approximately 1:00 pm Thursday, last day of retreat

Payment Information:

The cost for this retreat is \$1350.00 (plus dana offering). The payment schedule is as follows:

- A deposit in the amount of \$675.00 should be sent **at the time of registration**.
- The second payment of \$675.00 (or any balance due for those receiving scholarship assistance) is due by **January 1**.
- Please be aware that your room assignment is dependent upon your meeting the payment schedule.

All payments must be made in US funds. Our preference is payment by check. We do, however, accept Visa and MasterCard. Please be aware that about 4% of your retreat fee goes to the credit card company, not the Dharma, if you pay by credit card. Checks should be made payable to **Friends of Cloud Mountain**. *Canadians please pay only by money order or bank draft drawn on US funds, or by credit card.*

Cancellation and Refund Information:

Your retreat fee is non-transferable. If you discover that you are unable to attend this retreat, please contact us right away to cancel, so that your space can be offered to another person. In the event you cancel your retreat, Friends of Cloud Mountain will refund your payment according to the following refund schedule.

Refund Schedule:

- **For cancellations up until January 1, we will refund your entire deposit, less a \$300.00 cancellation fee.**
- **For cancellations on or after January 1, we will refund your deposit, less a \$500.00 cancellation fee.**
- **For cancellations on or after February 1, or if you leave the retreat early, your retreat fee is forfeited.**

To request an exception to the cancellation policy, please send a detailed letter of explanation to the Friends of Cloud Mountain Board of Directors in care of the retreat center. Requests for medical exceptions to the cancellation policy must be accompanied by formal medical verification and are offered at the discretion of FOCM.

Late Arrivals and Early Departures:

Please plan to attend the full retreat. Late arrivals and unexpected early departures create difficulties for the retreat center staff, the retreat manager and retreat participants. Early departures that are not of an emergency nature are discouraged because of the way we structure and share the retreat chores as a community, and for the sake of meal planning. Leaving before final clean-up on the last day, means that those who stay until the end are burdened with extra clean-up tasks. Particular difficulties are created for the volunteer retreat manager, who organizes chore volunteers and who is ultimately responsible for all chores left undone. Out of respect for everyone in the retreat center community, please arrive on time and plan to stay through final clean-up. **PLEASE NOTE: This issue is of deep enough concern to us that your early departure or late arrival may result in the loss of future retreat privileges.**

Contact Information:

Friends of Cloud Mountain, the 501 (c)(3) non-profit organization which administrates the retreat center can be contacted at Cloud Mountain Retreat Center, 373 Agren Road, Castle Rock, WA 98611. We can be reached by phone at 1-888-465-9118 (toll-free within the U.S.) or 360-274-4859; faxed at 360-274-9119; or emailed at info@cloudmountain.org. Our web address is www.cloudmountain.org.