

# **Policies & Procedures for Retreat and Camping Programs**

**(Does not apply to 1/2 day, day, and evening programs)**

## **Eco-Psyche-Artistry Registration Policies**

### **REGISTRATION CHECKLIST**

**Your registration is complete when:**

1. A deposit of 40% of your total program fee is paid;
2. Health Questionnaire and Release Form are completed and returned;
3. Program Application is returned (if your program requires an application, acceptance requires guide approval)
4. Email to you is received that your registration and payment have been successfully processed.

**\*\*\* PLEASE DO NOT MAKE TRAVEL ARRANGEMENTS UNTIL THE PROGRAM HAS BEEN CONFIRMED \*\*\***

**You will be notified when a program has been confirmed.**

**EPA is not responsible for travel arrangements made before we confirm that the program has sufficient enrollment.**

## CANCELLATION POLICY

**IF EPA CANCELS A PROGRAM:** If a minimum number of people are not registered in a program three to four weeks prior to the start date, the program might be cancelled. If EPA cancels a program due to low enrollment, registered participants will be given a full refund, or they can transfer their deposit to another program held within one year of the cancellation date.

**IF YOU CANCEL YOUR REGISTRATION:** To enroll in an EPA program is to invite your soul on something like a date; it is to say “yes” to a potentially life-changing journey, a journey of initiation or of deepening into a soul- infused life. It’s not unusual for fear, resistance, or an apparent scheduling conflict to surface as the time of your program nears. We believe that whatever arises is a part of your journey and is ripe with opportunity and meaning. Our cancellation policy is designed to support you in keeping your date and to support our staff and guides as they prepare for your program.

- 1. Deposits are non-refundable.**
- 2. If notice of cancellation is received within 48 hours of program start, all payment is forfeited.**
3. If notice of cancellation is received **within 30 days of a program**, your deposit will be forfeited. All payment over and above the deposit amount will be refunded.
4. If notice of cancellation is received **at least 30 days prior to the start of the program**, deposits will be forwarded as a credit to another program. **This deposit must be applied to another program within a year or it will be forfeited.**
5. Any transfer of deposit to another program will incur a \$50 processing fee.
6. Year-Long Immersion participants agree to pay for all 4 sessions of the program, even if they cannot attend all 4 sessions, without the option of a refund or the option of transferring funds to another program.

## **PAYMENT POLICY**

**Deposit:** 40% of the total program fee reserves your space in the program.

**Final Payment:** We ask that you make final payment arrangements no less than four weeks prior to the program start date.

Please contact our office to make payment arrangements at 303-548-0823.

These payment dates are in effect for all programs except the Year-Long program, which has its own payment schedule. Your registration is not complete until we have received this information.

When registering less than 4 weeks prior to the start date of a program, please pay your entire balance including retreat center or camping fees.

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EPA reserves the right to refuse service to anyone for any reason. EPA also reserves the right to screen participants for compatibility with EPA programs. For the safety of all participants, we require that participants be in good physical, mental and emotional health. EPA programs can be physically and psychologically challenging. We reserve the right to refuse service based on our assessment of these or other criteria.

ECO-PSYCHE-ARTISTRY  
PARTICIPANT AGREEMENT,  
RELEASE AND ASSUMPTION OF RISK

Eco-Psyche-Artistry,  
PO BOX 428 Ojai, Ca 93024  
303-548-0823  
FAX: 1-888-960-2780  
email: Eco-PsycheArtistry@gmail.com

In consideration of the services of Eco-Psyche-Artistry, their agents, owners, officers, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as "EPA"), I hereby agree to release, indemnify, and discharge EPA, on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I acknowledge that hiking, camping and backpacking entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. The risks include, but are not limited to, slipping and falling; falling objects; water hazards; exhaustion; exposure to temperature and weather extremes which could cause hypothermia, hyperthermia (heat related illnesses), heat exhaustion, sunburn, dehydration, exposure to potentially dangerous wild animals, insect bites, and hazardous plant life; accidents or illness can occur in remote places without medical facilities and emergency treatment or other services rendered; consumption of food or drink; equipment failure; improper lifting or carrying; my own physical condition, and the physical exertion associated with this activity.

Furthermore, EPA employees have difficult jobs to perform. They seek safety, but they are not infallible. They might be unaware of a participant's fitness or abilities. They might misjudge the weather or other environmental conditions. They may give incomplete warnings or instructions, and the equipment being used might malfunction.

2. I expressly agree and promise to accept and assume all of the risks existing in this activity. My participation in this activity is purely voluntary and I elect to participate in spite of the risks.

3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless AVI from any and all claims, demands, or causes of action, which are in any way connected with my participation in this activity or my use of EPA's equipment or facilities, including any such claims which allege negligent acts or omissions of EPA.

4. Should EPA or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement,  
I agree to indemnify and hold them harmless for all such fees and costs.

5. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition I may have.

6. In the event that I file a lawsuit against EPA, I agree to do so solely in the state of Colorado, and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I may be found by a court of law to have waived my right to maintain a lawsuit against EPA on the basis of any claim from which I have released them herein. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

If you wish to sign this form with an electronic signature (type in your name below) and send it back to us via email, you agree that your electronic signature is your signed acknowledgement that you have read and agree to all of the stipulations listed above.

Signature of Participant:

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Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name:

\_\_\_\_\_

Name of Program:

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ECO-PSYCHE-ARTISTRY

Personal Release Form

In case of injury or illness, contact:

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Name:

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Relationship:

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Address:

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Phone:

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Work Phone:

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Cell phone:

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Best time to call:

**Second Contact:**

Name:

---

Relationship:

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Address:

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Phone:

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Work Phone:

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Cell phone:

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Best time to call:

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Please check with your insurance company to determine your coverage for this program and bring your insurance identification card or other policy identification with you.

Insurance Company:

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Policy Number:

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Phone number:

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WE RESERVE THE RIGHT TO REQUIRE A MEDICAL EXAMINATION OF ANY POTENTIAL PARTICIPANT AT THE PARTICIPANT'S EXPENSE AND TO REJECT ANY POTENTIAL PARTICIPANT FOR MEDICAL REASONS AT ANY TIME PRIOR TO OR DURING A PROGRAM

Fax, mail, or scan and email to:  
Eco-Psyche-Artistry,  
PO BOX 428 Ojai, Ca 93024  
303-548-0823  
FAX: 1-888-960-2780  
email: [Eco-PsycheArtistry@gmail.com](mailto:Eco-PsycheArtistry@gmail.com)

## How To Register

To register, fill out the Registration Form below and return it to us as soon as possible.

Your registration is complete ONLY when we have received all of the following:

- 1) A deposit of 40% of your total program fee paid at the time of registration.
- 2) Registration Form with signature (either electronic or actual signature), & notice of how you intend to make a final payment.
- 3) Program Application: If your program requires an application, one will be emailed to you. Your application must be submitted to EPA and approved by the guides before your registration is complete.

Programs are filled on a first-come, first-served basis. We encourage early registration to secure your place and to provide sufficient preparation time.

Eco-Psyche-Artistry (EPA) reserves the right to refuse service to anyone for any reason. EPA also reserves the right to screen participants for compatibility with EPA programs. For the safety of all participants, we require that participants be in good physical, mental and emotional health. EPA programs can be physically and psychologically challenging. We reserve the right to refuse service based on our assessment of these or other criteria.



## Payments

Deposit: 40% of the total program fee reserves your space in the program.

Final Payment: At the time of registration we ask for your authorization to bill your credit card for the balance due on your program, 4 weeks prior to the program start date. Or you may choose to send a check for your balance, post-dated 4 weeks prior to the program start date. These payment dates are in effect for all programs except the Year-Long program, which has its own payment schedule. Your registration is not complete until we have received this information.

When registering less than 4 weeks prior to the start date of a program, please pay your entire balance including retreat center or camping fees.

You can pay by check or request a PayPal bill from us at [EcoPsycheArtistry@gmail.com](mailto:EcoPsycheArtistry@gmail.com)

Mail checks to

Dr. Brian Stafford  
Eco-Psyche-Artistry  
PO BOX 428  
Ojai, Ca 93024

PayPal payments incur a 10% additional fee.

For questions, call us at 303-548-0823. Fax # is 1-888-960-2780.

**PROGRAM CANCELLATIONS BY Eco-Psyche-Artistry.** If a minimum number of people are not registered in a program three to four weeks prior to the start date, the program might be canceled. If EPA cancels a program due to low enrollment, registered participants will be given a full refund, or they can transfer their deposit to another program held within one year of the cancellation date.

EPA is not responsible for travel arrangements made before we confirm that the program has sufficient enrollment.

**Please Read This Before You Register:** Consider carefully your decision to enroll in an EPA program. Your decision to enroll represents a commitment to yourself and to us. Our cancellation policy — on the next page — is designed to support you with this commitment. We can tell you that it is common, even appropriate, for people to feel some fear and resistance before traveling deeply into the inner or outer wilderness, especially as the start date gets closer. During your preparation time, life may present significant obstacles (real as well as imagined, inner as well as outer) and it may seem impossible for you to proceed with the EPA program. These apparent obstacles arise quite commonly and we believe that they are an important part of the experience. We ask that you register only when you are truly committed to attending.