



Secretariat of Laity, Family & Life

General Terms and Conditions for Registration

The following rules apply when registering for and attending the Diocesan Marriage Preparation Program:

1. Both bride and groom must attend the program and be present for the entire session.
2. A certificate of participation will be presented at the conclusion of the program.
3. The registration fee of \$125 per couple must be paid at the time of registration using a credit or debit card.
4. All requests for cancellations and refunds must be notified in writing by e-mail to: fm@orlandodiocese.org **no later than Monday prior to the event.**
5. All cancellation and refund requests must be made by the attendee or credit/debit card holder. A cancellation fee of \$50 will be subtracted from the registration fee and the remainder will be refunded.
6. No cash refunds will be given.
7. If the couple needs to reschedule this marriage preparation program to another day, request must be received in writing by e-mail to fm@orlandodiocese.org **no later than Monday prior to the event.**
8. There will be a \$25 processing fee charged per registration transfer.
9. The Secretariat of Laity, Family & Life reserves the right to cancel or reschedule to another day if presenters or venue becomes unavailable due to circumstances beyond our control.
10. In the event a change becomes necessary, notification will be sent to your nominated email addresses no less than one week prior to the event and your payment will either be refunded or credited to another session depending upon your choice.
11. **NO SHOW:** Couples who do not attend the marriage preparation program without a written notification to cancel the registration prior to the event (see #4 & #5), will be considered as “No Show”. Therefore, the registrants will not be entitled to a refund. Couples will need to re-register *and* repay full marriage preparation program fee.
12. Future messages about this program or marriage information may come from the Secretariat of Laity, Family & Life within the Catholic Diocese of Orlando.