

POLICIES and PROCEDURES

1:1 Sessions

Scheduling

Appointments and sessions can be scheduled either by phone or email. Sessions are considered “scheduled” only if confirmed via conversation with Dr. Stephanie Shelburne or an affiliate.

Confidentiality

Dr. Stephanie Shelburne adheres to all actions and requirements put forth by the Health Information Privacy Protection Act. For more information on these standards please visit: <http://www.hhs.gov/hipaa/index.html>

Cancellation Policies

If you need to cancel or reschedule, please provide at least 24-hour notice. You can do this via email or phone (866)994-7539. Because I run a full-time practice, no-shows or cancellations with less than 24-hour notice are charged in full.

Workshops/Retreats/Courses/Events (hereafter designated simply as “event”):

Payment

Since some events fill quickly due to limited space, it is advisable to sign up as early as possible. In order to reserve a space in any event, we require full payment, or the deposit arranged ahead of time.

To help insure fulfillment of the mission and to lower costs, we ask all who are capable of doing so to please pay the full amount of their event at the time they sign-up, rather than making a deposit. Deposit arranged can only be made on an individual basis and must be approved at the initial date of sign-up.

Balance of payment is due fourteen (14) days before event. Deposits are payable in U.S. currency only. Overseas residents must pay by checks drawn on U.S. banks or use a credit card.

How to Register for an event:

Online:

In most cases, events can be reserved via provided and designated links. In the occurrence there is no designated link, please register by phone or inquire via email.

By phone:

Dial 866-994-7539. If you reach a voicemail, please be sure to leave a detailed message including best times to return a call and the best phone number to be reached.

Cancellation Policies

Cancellations must be made by phone (866)-994-7539.

Cancellations must occur within seven full days of event.

If you cancel registration for an event at least seven full days before the start, the amount paid toward the event, minus a \$75-per-event, per-person processing fee, will be returned to you. Please understand this does not include facilities in which you are responsible for your own room and board.

If you cancel an event with less than seven days notice, you forfeit 20% of the paid event price. The balance will be returned to you.

If we cancel an event:

Bod*ecology and affiliates reserve the right to cancel an event at any time. If your event is canceled, we will notify you and offer you the following options:

You may receive a full refund or subject to availability, you may transfer into another future or comparable event.

TERMS and CONDITIONS

Website

The information contained within Bod*ecology.com is not intended as a substitute for medical professional help or advice.

Please read these terms and conditions carefully before using this website. By using this website, you agree with the following terms and conditions:

Any information or communication on Bodecology.com is for general health and educational purposes only. It should never be substituted for consulting a health professional. Nothing contained on this site, including any e-mail communication that is associated with Bod*ecology.com, should be construed as medical advice.

Bod*ecology.com is an independent site and does not recommend or endorse any specific procedure, therapy, treatment or product. Use of any information, purchase of any product, or a decision for any procedure, therapy, treatment or product that is mentioned on Bod*ecology.com, or any site that it links to, is solely at your discretion at your own risk. Bod*ecology.com accepts no liability for any decisions you make that result from or are influenced by content or communication from Bod*ecology.com.

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You agree to indemnify and hold Bod*ecology.com, its suppliers, contributing authors, medical advisors, owners, officers, employees, directors, ISP's and other companies and individuals affiliated with Bod*ecology.com (collectively "Dr. Stephanie Shelburne", "liveliferesources", "SustainableU", "BohemianMojo", "Bod*ecology.com") harmless against any losses, claims, damages, liabilities, actions or other repercussions or effects (a "Loss") arising in connection with use of this website. In no event will Bod*ecology.com be liable to you for any actions, decisions or Loss related to or arising from your use of this website or any communications related to this website.

Dr. Stephanie Shelburne believes that thru patient education and active patient participation, people heal more quickly and more completely. Services and information offered through Bod*ecology.com is intended to provide a foundation for Living Well. 1:1 Sessions, events, retreats, courses, and events are subject to specific terms and conditions supplied upon scheduling.

Webinar Participant Notices

The purchase of webinar attendance is for use by the purchaser only and registration information should not be forwarded on to third parties; doing so may hinder your own access, as webinar entry is by prior registration only. Similarly, the materials and replay of webinars are for use by the purchaser only and should not be forwarded on to third parties. Responsibility for the confidentiality and security of webinar registration information and event materials issued by Dr. Stephanie Shelburne lies with the registrant. If you believe that a third party has obtained details in an unauthorised manner, please promptly notify DR. STEPHANIE SHELBURNE.

The virtual event facility includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining a session, you automatically consent to such recordings. If you do not consent to the recording, please contact DR. STEPHANIE SHELBURNE to discuss your concerns in good time prior to the web-event date.

Web-event participation may require you to configure your software settings on your web-device upon first use, or require you to download the software for your operating system. Software can be manually downloaded by visiting the ZOOM Download Center. Please note that you may require administrator privileges on your computer to be able to manually install software.

Cancellations must be received in writing at least seven days before the date of the event and will be subject to an administration charge of \$10. It is regretted that cancellations made after this time will not be accepted and the delegate will be liable for the full event fee. Substitutions may be made at any time provided the organizers are notified 48 hours prior to the event.

Privacy Policy

In connection with the operation of the webinar we will ask you to provide us with information that personally identifies you or allows us to contact you ("Personal Information") when you register for the use of the service. The Personal Information that you provide us in these circumstances will be provided to DR. STEPHANIE SHELBURNE's provider of its audio- and web-conferencing services, and vendors that assist them in processing the information, for the sole purpose of enabling them to operate and deliver the webinar service. It is a requirement of DR. STEPHANIE SHELBURNE's partner vendors to enter into an agreement prohibiting disclosure of this information to others and restricting its use to providing the contracted services of the webinar. The only exception to this is necessary disclosure for legal purposes in line edicts of the law.

DR. STEPHANIE SHELBURNE's provider of its audio- and web-conferencing services for webinars is a market-leader of audio- and web-conferencing services. With this comes the understanding of users' need for privacy when using the web for communications and the utmost care in providing the highest levels of security possible. The Personal Information that DR. STEPHANIE SHELBURNE's provider of its audio- and web-conferencing services collect from webinar registrants is stored in operating environments that employ reasonable security measures and that are not available to the general public. DR. STEPHANIE SHELBURNE and DR. STEPHANIE SHELBURNE's provider of its audio- and web-conferencing services are not responsible for unauthorized access to such information by hackers or others that obtain access through illegal measures.

A copy of DR. STEPHANIE SHELBURNE's audio- and web-conferencing service provider's practices and policy with respect to the collection, use and disclosure of user information collected through use of their technology services can be obtained by contacting DR. STEPHANIE SHELBURNE.