



Welcome to our secure payment portal and thank you for registering for the Comprehensive Training in Neuroacupuncture Program. If you have not done so yet, be sure to fill out and submit the registration form associated with your training class, in addition to making your payment, to ensure enrollment in the class.

*To register for a course, go to the Education section of this website and follow the drop-down menu to your course of choice. If you have any questions, please don't hesitate to email us at [nai@neuroacupunctureinstitute.org](mailto:nai@neuroacupunctureinstitute.org).*

### **About Transactions on NAI's Payment Portal**

Online transactions are processed through Authorize.Net, the secure merchant service & Fire Spring our webpage host.

Registration and payment confirm your agreement and that you are acknowledging your indebtedness to the Neuro-Acupuncture Institute, to be paid in full by the deadline stated for each class.

If you prefer to pay by check, please make the check payable to Neuro-Acupuncture Institute and mail it to:

**Neuro-Acupuncture Institute – Registration**  
**1807 Second Street Suite 64**  
**Santa Fe, New Mexico 87505**

You are welcome to combine payment methods if you choose. If you pay on the system you will be sent a confirmation receipt. Our accounting system will track payments made but will not send invoices. Formal Receipts may be requested by emailing: [nai@neuroacupunctureinstitute.org](mailto:nai@neuroacupunctureinstitute.org). We are a small organization, so you are responsible for making your payments as you've arranged them with NAI.

### **Cancellation by NAI**

1. NAI reserves the right to cancel any training course due to insufficient enrollment at least 30 calendar days in advance of the scheduled course date. Notice will be provided with the option to reschedule for a future course date or to receive a full refund of tuition fees.
2. NAI is not responsible for any expenses incurred by the customer if a training course is cancelled. We suggest purchasing refundable flight tickets and/or trip insurance.
3. If a training class is cancelled due to any unforeseen circumstances such as weather or natural disaster, the customer is entitled to reschedule for a future training course with no additional fees.

Thank you! We look forward to meeting you!