

Cancellation & Refund Policies

In all cases students are encouraged to check their schedules carefully BEFORE committing to register for a course.

In some circumstances there will be NO refunds and no credits regardless of when a student chooses to withdraw. This will be indicated in the course description.

Processing fees are non refundable in all circumstances.

When available. If a student wishes to withdraw from a course, they should inform the Training Center in writing immediately.

Refunds may be issued for courses upon student withdrawal under the following provisions:

6 and 8-WEEK COURSES

- A full refund (minus processing fees) up to 5 business days (defined as Monday - Friday 8am - 5pm) prior to the first scheduled class date. *When available.*
- A 50% refund (minus processing fees) with **less than** 5 business days (defined as Monday - Friday 8am - 5pm) and before the first scheduled class date. *When available.*
- There are no refunds, no credits, no transfers offered starting the first scheduled class date regardless of student attendance.

INTENSIVES AND ELECTIVES

[1, 2, 3, 4, 5 week courses]

- A full refund (minus processing fees) up to 5 business days (defined as Monday - Friday 8am - 5pm) prior to the first scheduled class date. *When available*

- A 50% refund (minus processing fees) with ***less than*** 5 business days (defined as Monday - Friday 8am - 5pm) and before the first scheduled class date. *When available.*
- There are no refunds, no credits, no transfers offered starting the first scheduled class date regardless of student attendance.

1 and 2 DAY WORKSHOPS, DROP-INS, SKILLS LAB, PRACTICE GROUPS

Workshops, Drop-Ins, Skills Lab, Practice Groups are non-refundable. **All Sales are final.** You are encouraged to check your schedule carefully before committing to attending one of these types of course offerings.

COURSE TRANSFERS

Transfers are contingent on availability. Transfers are not guaranteed.