

Cancellation and Refund Policy - 1 Day Certification Course(s)

Refund Requests

To be eligible for a refund, students must notify the business office in writing (email or U.S. Postal Service). Verbal requests or phone calls will not be accepted. Refunds are issued based on the criteria outlined in this policy. They are subject to a non-refundable 3.5% transaction fee applied at the time of registration via credit/debit card, as well as a **\$25 nonrefundable registration fee**, which will be applied to cancellations made after registration.

Course Cancellation or Transfer Requests

All requests to cancel or transfer the course must:

- Be submitted **in writing** via **email or USPS mail**.
- Be confirmed by the office. It is the student's responsibility to ensure the office has received the request.
- A **\$25 nonrefundable registration fee** will be applied to cancellations made after registration

The effective date of cancellation or transfer is based on the **timestamp** of the email or the **receipt date** of the USPS mail by the office.

Transferring to Another Course Date

1. **Transfers requested more than 7 days prior** to the originally selected Part 2 date:
 - **No transfer fee will apply**
 - This **courtesy transfer is allowed only once** without a fee.
 2. **Transfers requested with less than 7 days** of the originally selected date for Part 2 of the Certification Course(s):
 - Subject to a **\$100 transfer fee**
 - Students will **not** be placed into a new class date until the transfer fee is paid.
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Course Completion Deadline

Students are given **90 days from the date of registration** to complete both components of the 1 Day Certification Course(s): **Part 1:** Online Course -State Board Exam(s) and **Part 2:** Clinical Hands-On Portion of the Course given in our facility on the date you selected at Registration

Failure to complete both parts within the 90 days will result in course expiration, and the student must **re-register and repay the full course fee with no refund available**.

Refund Policy

Full Refund: Students are eligible for a full refund (*minus 3.5% transaction fee & \$25 registration fee*) under the following conditions:

- If the school does **not accept** the applicant.
- If the student cancels **more than 7 days before** the selected date for Part 2 of the Certification Course(s) and has **not started** any portion of Part 1 Online, this includes going into the online course and reviewing any Study Material (*listed as “units” online*) of the Certification Course(s).

Partial Refund: A **50% refund** (*minus 3.5% transaction fee & \$25 registration fee*) is available under these conditions:

1. **If Part 1 – the Study Material and State Board Exam(s) have been started or completed** (including viewing study materials or submitting online exams), **and more than 7 days remain** before the scheduled date of Part 2 of the Certification Course, the Clinical Hands-On Portion selected during registration.
2. **If Part 1 has not been started /viewed** (including viewing study materials or submitting online exam[s]), but the cancellation request is made **with less than 7 days** of the scheduled date of Part 2, selected during registration.

No Refund: No refund will be issued if:

- The student cancels the course **with less than 7 days** before the scheduled date of Part 2, selected during registration.

However, the student may choose to **transfer to another class date for Part 2 of the Certification Course(s)** by paying the **\$100 transfer fee**.

Course Expiration

Students must complete **both Part 1 and Part 2 within 90 days** of registration; this includes any class transfers. If the course(s) are not completed within this time frame, the student must **re-register and pay the full cost of the course**. **No Refunds are given if the course has not been completed in the 90-day time frame, which includes both Parts 1 and Part 2 of the Certification Course(s)**.