

Cancellation and Refund Policy – EFDA, PFM, & X-ray Refresher 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 and 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 non-refundable registration fee for 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.
- Will include a **\$25 nonrefundable registration fee** for 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** (*Student will **not** be placed into a new class date until the transfer fee is paid.*)
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Refund Policy

Full Refund: Students are eligible for a full refund (minus 3.5% transaction fee and \$25 non-refundable registration fee) if the school does **not accept** the applicant or if the student cancels **more than 7 days before** the selected date for the Course.

No Refund: No refund will be issued if the student cancels the course **with less than 7 days** before the scheduled date selected during registration.