

## Cancellation & refund policy

### Fee payment schedule

All program fees are expected in full at the time of registration or at least 14 days prior to class date unless other arrangements have been made.

### Cancellation & refund policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation or withdrawal can be made in person, by electronic mail, certified mail or by termination.
2. All monies will be refunded if WinCertification does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day but before the first class results in a refund of all monies paid.
4. Cancellation after attendance has begun, but prior to 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of the students' enrollment or receipt of Cancellation Notice from student.

Payment of class is due on or before the date of class. We accept all major credit cards, business checks, and personal checks. Cancellations require a 48 hour notice.

**Example:** A student enrolls in a day Word Beginning Class for \$145.00. The student has paid their invoice in full. The student cancels the class three (3) days before the class. The student will receive a full refund.

**Example:** A student enrolls in a day Word Beginning Class for \$145.00. The student has paid their invoice in full. The student cancels the class one (1) day before the class. The student may not receive a refund. The student may reschedule to take the same class at no charge within one year.