



## Continuing Education Cancellation and Refund Policy

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### Cancellation or Rescheduling by the Organization

#### Synchronous Courses (Courses offered online or in person with a set date)

- If the program is cancelled by the organization, paid registrants will be notified as soon as possible, and participants receive a full refund within 3-4 weeks of the planned course date.
- If the program is rescheduled by the organization, paid registrants will be offered the choice of registration for the rescheduled date or full refund.
- Refunds will be provided within 3-4 weeks of the date their preferences were communicated to the organization.

#### Asynchronous Online Courses

- Our policy is to provide a minimum of 6 months notice if an asynchronous course is to be cancelled or taken down from the website. Refunds will not be issued in this circumstance as paid participants will have 6 months to complete the course.

### Cancellation by the Participant

#### Synchronous Courses (Courses offered in Person or Online with a set date)

- a. Full refund will be provided if registrant cancels 3 weeks prior to the course start date.
- b. Refund less administration fee of \$100 if cancellation is less than 3 weeks prior to course and course materials have not been distributed.
- c. No refund once participant has received course materials or instruction has begun.

#### 2. Asynchronous or Virtual Courses offered online (Courses posted online that you can review at any time)

- As access to course materials is immediate upon payment, no refunds are provided.
- Potential participants are provided with this refund policy prior to making payment.

