

Company Policy:

Payment

Payment in full for the course/s enrolled prior to commencement of the class to guarantee a seat, early payment guarantees seat.

Cancellation

If we cancel a class, registered Students for the class get a choice between:

1. Getting a full refund of the cost of the class or
2. Getting an automatic seat for the same class when rescheduled, or
3. Getting it as credit towards another class that we offer

If a student cancels a class...

2 Weeks or more before the class:	Full Refund (No cancellation fee)
1 – 2 Weeks before the class:	Cancellation Fee equal to 15% of the cost of the class
3Days – 1 Week before the class:	Cancellation Fee equal to 25% of the cost of the class
24Hrs – 3 Days before the class:	Cancellation Fee equal to 50% of the cost of the class
Less than 24 Hrs before the class:	No Refund (Cancellation Fee is 100% cost of the class)

If a student misses or do not complete a class...

We are under no obligation to conduct separate training for student who missed a training day; training schedules are to be adhered to strictly.