



REFUND POLICY

No refunds are provided once tuition is paid and registrant has initiated their course work by logging in to their course using their username & password.

If a registrant (student) is unable to begin their course (ie: has not logged in to their course using their username and password), the registration may be transferred to another student. A written request to transfer the course to another student **MUST** be received no more than 2 (two) weeks from the registration date of the original student for that course.

A refund credit may be given if a registrant requests one in writing, no more than 1 (one) week from the initial registration date, and has not logged in to their course using their username and password.