

### Cancellation Policy

- Full refund minus \$400 if cancelling within 2 weeks of the first class or you have attended the first class.
- Full Refund minus \$800 if the course has already started and you have attended the first 2 classes.
- No refund after attending the third class.
- \*Once course materials and links to access the online Learning Center are provided, you have officially begun the class. However, you will be able to transfer, one time only, to another class series before starting the course. (See transfer policies and fees below).

### Transfer Policy

- Transfers are limited to one time and only to classes who have not started.
- Transfer can occur within 2 weeks before class start date for a \$150 transfer fee.
- No transfer fee if transferring before registration close date or more than 2 weeks before class.
- No transfers to other classes that have already started.
- Emergency circumstances are considered on a case-by-case basis