



Request for Program Refund

Less than 7 business days Notice or After the Program Begins: Refund requests made less than 7 business days notice after the program begins are not guaranteed. Each case will be reviewed on an individual basis. If approved, the refund will incur a 50% processing fee or be prorated based on the number of classes attended or that have passed. Failure to attend a program (no shows) will not be granted a refund. Refunds will not be issued for requests received after the program is finished. Please complete the form below for your Refund Request

Account Contact:

Name: _____ Date of Request: _____

Address: _____ City: _____ ZIP: _____

Phone: _____ Email: _____

Participant:

Name: _____

Course # _____

Reason for Request _____

Office Use Only

Date Received: _____ Time: _____

Supervisor Review

Name: _____ Approved or Denied: _____

Processed and Contacted

By: _____ Date: _____