

**PAYMENT TERMS AND REFUND POLICY**

**PAYMENT POLICY**

100% of all tuition, books and registration fee must be paid at the time of registration. Apprentices will not be registered in class until all completed paperwork and payment are received in our office.

**REFUND POLICY**

Un-enrolling an apprentice prior to the first day of the class, you will receive a full tuition refund, if the Apprentice Termination form is received by the first day of class. After the class has started no refund will be issued.

If a change occurs before the first day of class with an apprentice’s status from audit to DOL apprentice, we can give a refund for the price difference. Once a student attends the first day of class as an audit student if a status change occurs from audit to DOL apprentice, we can NOT give a refund for the difference.

In either case, there will be no refund for the one-time enrollment fee or issued textbooks.