



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 a student prior to the registration deadline date, you will receive a full tuition refund, upon receipt of an Apprentice Termination Form. After the registration deadline, a 50% tuition refund is possible (if the class is not full) upon receipt of an Apprentice Termination Form. 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.