



Provider Policies

Written Policies

Director of Staff
Development Online
Course



Refund Policy



Course Cancellation
Policy



Fee Refund Policy



| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Refund policy regarding non-attendance and notification of cancellation of a course | Please note: the course fees are an earned fee and NOT REFUNDABLE should you choose not to complete the registration or the course you paid for or if you exceed your 30 day course access time limit or your course work or exam scores do not meet the course requirements. |
| <input type="checkbox"/> | Notification process if course is canceled | In the event a course gets cancelled we will post a message in the course classroom area and provide a 30 day notice to ensure that everyone who is currently enrolled can complete the course before the course cancellation is finalized or their 30 day course access expires whichever comes first therefore no refunds will be required. |
| <input type="checkbox"/> | Time period within which the full or partial registration fee will be refunded | We do not accept partial payment. Please note: the course fees are an earned fee and NOT REFUNDABLE should you choose not to complete the registration or the course you paid for or if you exceed your 30 day course access time limit or your course work or exam scores do not meet the course requirements |