

Education Department

Class Cancellation, Transfer, and Refund Policy

Cancellations

- Cancellation more than 2 weeks prior to class date is fully refundable by either check or credit voucher.
- Cancellation within 2 weeks of class date is refundable by either check or credit voucher and is subject to a 25% penalty fee.
- Cancellation of a class where class materials have been mailed to the student:
 - Refund is subject to a \$25 S&H fee
 - Materials are required to be returned or the cost of materials will be deducted from any refund issued.
- No refund or credit voucher will be issued if a student does not show for class.
- Classes cancelled by IIAC are fully refundable by option of check or credit voucher.

Class Transfers

- No more than two transfers will be allowed per class registration.

Credit Vouchers

- Credit vouchers are redeemable for one year from date of issue.
- Credit vouchers are transferable to other agency members.
- Credit vouchers will not be redeemed for refunds.
- **Original** credit voucher must be returned to IIAC with class registration.