

LEADERSHIP IN GREEN HEALTH CARE
Course Cancellation/Withdrawal Policy

Cancellation Policy Prior to Start Date

Refund of the full tuition amount, minus an administrative fee of \$100.00, is available for cancellations made at least eight days prior to the course start date (\$250.00 administrative fee applies if less than eight days notice is given). Cancellations must be made in writing to the Program Manager.

Course Withdrawal Policy

Withdrawals are accepted up to two weeks into the course and will be subject to a 50% refund. A refund will be processed within seven business days from confirmation of withdrawal. Participants will not be eligible for a refund 2 weeks after the course begins.

Transfer Policy

Participants who are unable to complete the course due to extenuating circumstances are allowed to transfer their full tuition to a future course within a twelve month period. Transfer arrangements must be made with the Program Manager.