

## **Policy statements regarding payment of tuition and fees**

Each participant has the option of paying in full at the beginning of each class or pay in three installments over the time of the class. The intensive workshop part of each class must be paid for in full up front.

If a participant chooses to pay for the certification program in full, a 10% discount for the total will be offered.

To take the final test in each course class fees must be paid in full and course requirements for recorded coaching sessions completed.

The fee for each course and accompanying supervision is \$975 or \$2925 for all three courses.

## **Policy statements about withdrawals and refunds**

If a student chooses to drop out of the class, they will be refunded according to the following schedule:

- 50% after attending the beginning intensive workshop,
- 30% after attending the equivalent of 9 classes,
- 0% refund thereafter.

For those paying for the program of certification classes in full, the schedule of refund is as follows:

- No refund for each class completed
- For a class not completed and never started, the full refund of the tuition of the class will be given less 10%.
- For a class completed in part, the following schedule will be applied: 50% after attending the beginning intensive workshop, 30% after attending the equivalent of 9 classes, and 0% refund thereafter.