



REGISTRATION / REFUND POLICY

THIS POLICY IS IN EFFECT FOR ALL STUDENTS, ALL COURSES AND SKILLS CHECKS – WHEN A STUDENT REGISTERS FOR A CLASS WHETHER ONLINE OR OVER THE PHONE YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS. PLEASE BE AWARE THIS IS NOT A “VIRTUAL” PRODUCT. YOU ARE PAYING TO REGISTER FOR A COURSE AND A SERVICE, FAILURE TO SHOW UP TO CLASS WILL RESULT IN NO REFUNDS AS YOU HAVE TAKEN A SEAT THAT COULD HAVE BEEN PURCHASED BY ANOTHER STUDENT.

1. THERE ARE NO REFUNDS ON VIRTUAL PRODUCTS ONCE THEY ARE PURCHASED AS THEY CANNOT BE TRANSFERRED OR SOLD TO ANOTHER INDIVIDUAL. I.E. TEST KEYS FOR ONLINE TRAINING.
2. **RESCHEDULING A CLASS** IS PERMITTED ONE TIME BASED ON OUR SCHEDULE AND AT THE INSTRUCTORS DISCRETION. THIS IS A ONE TIME COURTESY ON A CASE BY CASE BASIS. IF THE STUDENT DOES NOT CHOOSE FROM THE ABVAILABLE CLASSES THEY FORFEIT THEIR REGISTRATION FEE. WE DO NOT CREATE OR HOST NEW CLASSES BASED ON A STUDENTS AVAILABILITY. WE ALSO RESERVE THE RIGHT TO RESCHEDULE THE DATE OR TIME DUE TO REGISTRATION OR WEATHER, IN THIS CASE PRIORITY IS GIVEN TO THOSE STUDENTS FOR AN IMMEDIATE COURSE DATE.
3. **CLASS CANCELLATIONS** IF A STUDENT CANCELS THEIR CLASS FOR ANY REASON & DOES NOT RESCHEDULE A \$25 FEE WILL ASSESSED AND DEDUCTED FROM YOUR REFUND. SEVEN DAYS ADVANCE NOTICE IS REQUIRED FOR ALL CANCELLATIONS. IF STUDENT PROVIDES LESS THAN 7 DAYS NOTICE THERE ARE NO REFUNDS.

ADDITIONALLY: IF A STUDENT REGISTERS FOR A CLASS WITH LESS THAN SEVEN DAYS AVAILABLE FOR EXAMPLE: A STUDENT REGISTERS FOR A CLASS ON FEBRUARY 2ND & THE CLASS IS ON FEBRUARY 4TH THIS FALLS IN THE LESS THAN 7 DAYS POLICY & NO REFUNDS WILL BE ISSUED. ALSO, RESCHEDULING CLASSES FOR A LATER DATE DOES NOT “RESET” THE 7 DAY TIME PERIOD. IF YOU NEED TO REACH AN INSTRUCTOR YOU MAY DO SO AT info@greenvillecpr.com ***STUDENTS ARE RESPONSIBLE FOR CONTACTING THE INSTRUCTOR ***

4. **NO CALL – NO SHOWS** ARE AN AUTOMATIC NO-REFUND NO RESCHEDULE REGARDLESS OF REASON. THE STUDENT MUST RE-REGISTER AS A NEW STUDENT.
5. **SKILLS CHECKS** – ARE CONSIDERED AND ARE TREATED AS FULL CLASSES. ALL POLICIES ON RESCHEDULING AND CANCELLATIONS STRICTLY APPLY.

BY REGISTERING ONLINE OR OVER THE PHONE YOU THE STUDENT AND OR CARDHOLDER AGREES THAT THESE TERMS AND CONDITIONS ARE BINDING AT THE TIME OF PURCHASE AND CANNOT BE OVERRIDDEN BY THE CARDHOLDERS BANK. STUDENT OR CARDHOLDER FURTHER AGREES THAT IN ORDER TO REGISTER ONLINE THESE TERMS MUST BE AGREED TO IN ORDER TO SUCCESSFULLY CHECKOUT AND COMPLETE THE REGISTRATION PROCESS. CLASSES HAVE LIMITED AVAILABILITY, ONCE A STUDENT PAYS AND IS REGISTERED FOR A CLASS THAT SEAT IS NO LONGER AVAILABLE TO ANY OTHER STUDENT. EACH STUDENT IS RESPONSIBLE TO SHOW UP FOR CLASS.

“Give Someone the Chance of a Lifetime”™