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.