



## **Refund Policy for Online PETI Courses**

### **Tuition**

#### **Before the course begins**

Cancellations received by PNCEA by 4:00 P.M. (Eastern Time) on the Friday before a course begins will receive a full refund, unless a transfer is requested (see below). The starting date for a course is the date posted in the PNCEA web store, even when an introductory chapter may open prior to the starting date.

#### **In the first week**

Cancellations received during the first week of a course (beginning with the announced starting date) will receive a refund equal to 75% of the tuition fee, unless a transfer is requested (see below).

#### **After the second week begins**

No refunds will be given after the second week of a course begins. Participants in courses that are nine weeks or longer may request a transfer (see below) up to the beginning of the third week.

### **Transfers**

In lieu of a refund, participants may transfer to the same course, when it is offered within six months from the date that the request for cancellation or transfer is received by PNCEA. Requests for a transfer may be made within the first two weeks, when the course is 9 weeks or longer. Requests for a transfer may only be made during the first week in courses that are 8 weeks or shorter.

### **Books and Materials**

Books and materials received in conjunction with PETI courses are non-refundable.

### **PNCEA Cancellation**

In cases where a minimum of ten students have not registered for a scheduled course by the date of the registration deadline, PNCEA will cancel the course and students will receive a full refund of the registration fee, unless they wish to transfer to another course that is running at the same time.