



# ACADEMY CANCELLATION & REFUND POLICY

## Please note the following WVC policy regarding cancellation of course registration:

- Cancellations received **60 or more calendar days prior** to the course start date will receive the course fee paid minus a \$75 processing fee. Registration amount paid may be applied to another course, if an opening exists, without incurring a processing fee.
- Cancellations received **30-60 calendar days prior** to the course start date will receive a refund of half of the course registration fee will be refunded.
- Cancellations received **30 calendar days or less prior** to the course start date will receive **no refund or credit** will be given.

Participants who leave a course once it has begun will **not** be entitled to a refund. This includes online course study.

Participants who fail to show up on time or miss portions of the course will **not** be entitled to a refund.

WVC reserves the right to cancel courses at any time due to inadequate enrollment. Every effort will be made to notify registrants as early as possible of a course cancellation. A full refund of the course registration fee (including lodging arranged by WVC) will be issued to the registrant in a timely manner. All fees and charges for travel and lodging arranged by the registrant are the sole responsibility of the registrant.

Requests for cancellations must be in writing. Email to [support@wvc.org](mailto:support@wvc.org) or fax to 702.739.6420. The policy is effective beginning June 1, 2016.

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Course Name

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Course Date(s)

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Signature

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Date