



# Payment and Cancellation Policy

Payment for courses is due in full at time of registration without exception. The Animal Rehabilitation Division (ARD) will not hold a course spot without payment even if registration form is completed. By registering and paying the course registration fees the registrant agrees to the following cancellation policy:

Date of Cancellation:	
>60 days prior to course	ARD retains 25% of course fee + Admin fee
>30 days prior to course	ARD retains 50% of course fee + Admin fee
<30 days prior to course	ARD retains 100% of course fee except in situations of extenuating circumstances with appropriate documentation. In such cases, the course fee can be deferred to a future course or refunded minus admin fee

Admin fee \$150