

Cancellation received	Amount to be refunded
21 or more days prior to course start date	registration fee less a \$25.00 administrative fee
15-20 days prior to course start date	50% of the registration fee
less than 15 days prior to course start date	NO REFUND full registration must be paid
Transfer Request Option #1	Fees Charged
<u>Original registrant switch to a different CALS course:</u> 21 days or less prior to original course start date	\$100.00
Transfer Request Option #2	Fees Charged
<u>Swapping registration between facility personnel in SAME course location:</u>	
<u>21 days or less</u> prior to course start date	\$100.00
<u>15 days or less</u> prior to course – swap must be same licensure (provider for provider or RN&EMT-P for RN&EMT-P).	\$100.00
<b>NO PERSONNEL CHANGE ALLOWED</b> 24 hours prior to course.	\$100.00