

FEES & CANCELLATION POLICY

Effective January 1, 2009

TUITION & REGISTRATION:

-Per course:

- Tuition is \$595.00 US Dollars per course.
- Late Registration Fee is \$645.00 US Dollars per course.
- Payment must be **received** in our office THREE weeks prior to the course start date in order to avoid the late registration fee.
- Spaces in courses are first come, first served. Spaces in a course cannot be held without payment in full. Please register online to immediately secure your space in the course. There are also registration forms available on the website for you to download/print, and fax or mail with your payment.

COURSE CANCELLATION:

-Registrant Cancellation:

- If cancelled THREE weeks or more prior to the course start date a non-refundable cancellation fee of \$50 will be charged and the balance of any paid tuition will be refunded using the same method of payment. Refunds are processed within 2-4 weeks from the date of cancellation.
- If cancelled within THREE weeks of the course start date a non-refundable cancellation fee of \$100 will be charged and the balance of paid tuition will be issued in a credit letter good towards a future course. Cancellation credit is issued with a one year expiration date based on the date of cancellation.
- Canceling or being absent on the first day of the course regardless of reason, is considered an automatic cancellation, tuition is forfeited and there is no refund. - No exceptions.

-Jones Institute Cancellation:

- All paid tuition will be refunded to the customer using the same method of payment. Refunds are processed within 2-4 weeks from the date of cancellation.

TRANSFER FEE:

-Registrant Request:

- Three weeks or more prior to the course start date, at registrants request the Jones Institute can transfer tuition to another course however a non-refundable administrative fee of \$50 will be charged at the time of transfer.
- Within three weeks of the course start date, at registrants request the Jones Institute can transfer tuition to another course however a non-refundable administrative fee of \$100 will be charged at the time of transfer.

-Jones Institute Request:

- In the rare instance where Jones Institute needs to transfer tuition, the registrant would be contacted for approval or refund in advance of the transfer and no fee would be charged. Refunds are processed within 2-4 weeks from the date of cancellation.

CERTIFICATION TEST CANCELLATION:

-Registrant Cancellation:

- If cancelled two weeks or more prior to the test date a non-refundable cancellation fee of \$100 will be charged and the balance of the certification test fee will be refunded.
- If cancelled within two weeks of the test date a non-refundable cancellation fee of \$200 will be charged and the balance of the certification test fee will be issued in a credit letter good towards only the following years Certification Test.

-Jones Institute Cancellation:

- The paid Certification Test fee will be refunded to the customer using the same method of payment. Refunds are processed within 2-4 weeks from the date of cancellation.

RETURNED CHECK FEE (NSF): There will be a \$25.00 returned check charge per each returned check, not honored by your bank, regardless of reason.

Jones Institute reserves the right to amend this policy without notice at anytime.