

**AMERICAN RED CROSS
MADISON/MARSHALL COUNTY CHAPTER**

**NURSE ASSISTANT TRAINING
4 WEEK COURSE
REFUND POLICY AGREEMENT Rev. 1/08**

Course Date: _____

Receipt # _____ Amount Paid _____ Method _____
CK, CA, CC

Name: _____ PHONE: _____

Address: _____ Apt. No. _____
_____ City ST Zip Code

CANCELLATION AND REFUND POLICY

The 4-week class is a very competitive program and has limited enrollment. A minimum of \$300 is required for registration. The remaining \$300 tuition balance MUST be paid in full before class starts or no later than the first day of class. Any refund of prepaid tuition fees will be made in the following manner. (Please allow up to two weeks for refunds to be processed). Please note that classes may be canceled due to low registration or inclement weather. Alternative class dates will be provided.

- (1) If cancellation occurs after enrollment, but before classes begin with at least one week's notice, a refund shall be made of all money paid except one-hundred dollars (\$100) for an administration fee. Textbook must be returned in new condition. If textbook is damaged, the refund will be deducted fifty dollars (\$50) for replacement. Transfers to the next class must be approved and granted prior to class start.
- (2) If cancellation occurs the day of the class or after classes begin, **NO REFUNDS** will be issued.

I have read the above policy on refunds and agree to the stated terms and conditions

Signed: _____ Date: _____

Witness: _____ Date: _____