Center for Professional Health Policy for Refunds

Notice

It is our policy that a refund may be granted to a registrant in the event that they provide notice of their cancellation no less than 30 days prior to the course date. For example, for a course beginning on November 13, registrants have up until October 13 to cancel registration.

If a registrant would like to withdraw from a course less than 30 days in advance, a refund is at the discretion of the Co-Director and may or may not be granted.

Transfer of registration fee

A registration payment may be transferred to another person or to another course date.

Center for Professional Health Procedure for Refunds

In order for a registrant to cancel their participation, they must do so by email or phone no less than 30 days prior to the course. William H. Swiggart, MS will determine whether the registrant is eligible for a refund. If a refund is due, Diana Phillips will complete the reimbursement for the registrant.

In the event the Center for Professional Health must cancel or reschedule a CME activity due to unforeseen circumstances, the Center for Professional Health will refund the registration fee in full. The Center for Professional Health is not responsible for non-transferable, non-refundable airline tickets or hotel accommodations purchased in connection with attendance at a CME activity. Failure to appear for a course will result in forfeiture of the entire course fee.

Method

The registrant will be given a full refund for the amount paid for the course(s) they are withdrawing from and the money will be returned via the same form of payment. For instance, if the registrant paid by credit card, they will be refunded to the same credit card with which they paid. If they paid by check, they will be refunded by check. Registrants should allow up to 10 business days to see a credit card refund and up to 45 days to receive a refund by check.

Program Director: William H. Swiggart, MS Date 10/02/17
Approved by: Jeffery C. Black, MEd, MMHC Date 10/13/17

Effective October 10, 2017