



# Cancellation Policy

## Cancellations

- Students must notify American RFID Solutions in writing via email to [sally@americanrfidsolutions.com](mailto:sally@americanrfidsolutions.com) if they need to cancel their registration.
- When notice is provided three weeks or more prior to the start of class, you will receive a full refund.
- When notice is provided one week or more prior to the start of class, you will receive a 50% refund.
- When notice is provided less than one week prior to the start of class, no refund will be given and your tuition will be forfeited in full.

## “No Shows”

- In the event a student neither reschedules a class nor provides notice of cancellation, no refund will be given.

## Rescheduling

- Students may reschedule a class twice taking into consideration the terms listed above.
- The first reschedule will be at no charge.
- The second reschedule will be subject to an administrative handling fee of \$75.00.