

EMBRY-RIDDLE

Aeronautical University™

DAYTONA BEACH, FLORIDA

PROFESSIONAL PROGRAMS

REFUND AND CANCELLATION POLICY

Substitution: An organization may substitute another individual to attend the course for no additional fee, as long as notice is provided. If the substitute cancels, the cancellation policy applies.

Deferment: A registrant may reschedule their original registration to attend another future ERAU course, as long as advance notice is provided. If deferring, participants have one year from the original course date to complete a short-course of equal value, or the credit will expire.

Cancellation: Participants may cancel a course registration fifteen or more business days prior to the start date; cancellations will incur a \$150 processing fee. If cancellation for a registered participant occurs fourteen business days or less prior to the course start date, a cancellation fee equal to 25% of the course price will be levied.

No Show: If a participant fails to cancel, reschedule or transfer their registration within two hours of the start date and time of the course, the registration will be considered as a 'No Show' and no substitution, reschedule or refund will be available.

No refunds, substitutions or deferments will be granted for the class once the published start date and time have passed.

Embry-Riddle Aeronautical University (ERAU) reserves the right to cancel a course. In the unlikely event that a course be cancelled, ERAU will either refund the registration fee in full, or make every effort to reschedule and carry the registration to an alternate date if so desired. ERAU is not responsible for any associated expenses incurred due to a course cancellation.

Please Note: Consideration may be given to applying a credit to a future course with ERAU if a cancellation needs to be made due to extraordinary circumstances. Please contact the Director of Professional Programs for consideration.

For questions regarding this policy, please contact:

Sarah Ochs, Director of Professional Programs

Daytona Beach Campus, FL

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