

# EMBRY-RIDDLE

## Aeronautical University™

DAYTONA BEACH, FLORIDA

### PROFESSIONAL PROGRAMS

#### CANCELLATION AND REFUND POLICY

##### ONLINE/ INSTRUCTOR FACILITATED/ ASYNCHRONOUS COURSES

*Substitution:* An organization may substitute another individual to attend the course for no additional fee, as long as 24-hour advance notice is provided prior to the course start date. If the substitute cancels, the cancellation policy applies.

*Deferment:* A registrant may reschedule their original registration to attend another future ERAU course of the same value, as long as 24-hour advance notice is provided prior to the course start date. 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 \$50 processing fee. If cancellation for a registered participant occurs fourteen business days or less prior to the course start date, an administrative fee equal to 25% of the course fee will be levied. Course fees will not be refunded after the start date of the course.

*No Show:* If a registrant fails to cancel, reschedule, or transfer their registration as of the start date of the course, the registration will be considered as a 'No Show' and no substitution, reschedule or refund will be available. No refunds will be given after the course has been accessed as verified through the learning management system.

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.

Consideration may be given to applying credit of the same value to a future course with ERAU if a cancellation needs to be made due to extraordinary circumstances. For questions regarding course cancellation, substitution and deferments, please contact the Office of Professional Programs by email at [dbproed@erau.edu](mailto:dbproed@erau.edu) or by phone at 386 226 6928.