



## **CAL Business Solutions Training Center Policies**

### **Course Tuition**

The course tuition fee is due and payable one week prior to the start of the course. CAL accepts payment by cash, check or PayPal. The course tuition fee includes instruction; course materials; the use of software, computers and other technical hardware as appropriate to the course. When specified, CAL will provide lunch and refreshments.

### **Substitutions Permitted**

We welcome the enrollment of a qualified substitute in an enrollee's place. Please notify us before the first day of the course. 100% of any prepaid course fees will be credited toward the course fee of the substitute.

### **Cancellation**

If a client wishes to cancel registration for a class, the client must notify CAL at least 24 hours prior to the start of the class. The prepaid fee can be credited toward a future class with no penalty. If the client prefers a refund, the course fee can be refunded in the form of a check minus a \$50 processing fee.

### **No Shows**

Failure to notify CAL of cancellation at least 24 hours prior to the start of the course will result in forfeiture of the full regular course fee.

### **Course Postponements**

At times we must change a course date, or postpone a course. We will try to give the client as much advance notice as possible of any such change. If the client is unable to attend a course at the revised location or date, we will credit 100% of any prepaid course tuition toward a future course or, if requested, refund those fees with no processing fees.

## **CAL Business Solutions, Inc**

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