

## CEPD NON-EMPLOYEE CANCELLATION POLICY

This policy applies unless otherwise indicated in the course description.

### Cancellation by enrollee

| <b>Refund Schedule</b> (Effective for Classes Beginning January 1, 2020) |  |
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| More than 14 days prior to the day of the course                         | Full Refund, less the cost of any course materials received                  |
| Less than 14 days prior to the day of the course                         | Refund, less a \$35 processing fee and cost of any course materials received |
| Less than 48 hours prior to the start time of the course                 | No refund  |
| No Show  | No refund  |

CEPD is not responsible for other costs incurred such as non-refundable airline tickets or hotel penalties.

| <b>Material Fees</b>   |  |
|--|--|
| TNCC   | TNCC 8 <sup>th</sup> Edition Manual - \$78.00*<br>Indirect fee - \$85.00 |
| ACLS Renewal   | \$30.00  |
| ACLS Initial   | \$30.00  |
| BLS Provider   | \$20.00  |
| BLS Online Link  | \$28.50**  |
| ACLS Online Link   | \$132.00**   |
| <i>* Unused TNCC book may be returned for a <b>full</b> refund</i> |  |
| <i>**Links are not refundable once they have been activated</i>    |  |

### Cancellation by CEPD

The CEPD reserves the right to cancel or postpone this program if necessary; in the event of cancellation, course fees will be refunded.

### Conferences

Conference cancellation policy may differ from our regular scheduled CE courses. Please check conference description for cancellation policy.