

## CEPD SHC EMPLOYEE CANCELLATION POLICY

(Effective for classes beginning January 1, 2020)

This policy applies unless otherwise indicated in the course description.

### TRAINING AND COURSES REQUIRED BY THE EMPLOYER

If you cannot attend your scheduled training or course, we ask that you cancel your registration at least 14 days or more prior to your course start date. The seat will be reallocated to someone who needs the course or CE credits.

<b>Courses with Pre-Course Material</b>	
<b>ACLS, BLS</b>	SHC will only pay for your online course link once every renewal cycle. You will need to pay any additional fees resulting from multiple online course links within a renewal cycle (every 2 years). SHC will only pay for your renewal up to 6 months before it expires.
<b>TNCC</b>	SHC will only pay for your TNCC textbook every renewal cycle.
<b>VOUCHERS</b>	
<b>Required Certification Vouchers</b>	SHC can only pay for one voucher every renewal cycle. You will need to pay any additional fees resulting from multiple vouchers within a renewal cycle.  <u>Examples:</u> ONS Cancer Basic ONS/ONCC Chemotherapy Immunotherapy Certificate Course ONS/ONCC Chemotherapy Immunotherapy Certificate RENEWAL Course Treatment and Symptom Management- Oncology RN

### ELECTIVE CLASSES

#### Cancellation by enrollee

<b>Refund Schedule</b>	
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.	

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<b>Material Fees</b>	
TNCC	TNCC 8 <sup>th</sup> Edition Manual - \$78.00* 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**
Elective Certification Vouchers	Registration and payment for the voucher must be received through credit card. After you are certified, you may request reimbursement from your educational assistance funds by filing the necessary documentation, including verification of passing/certification through online reimbursement, Hosted HR. <b>Access Codes are NON-REFUNDABLE.</b>
<i>* Unused TNCC book may be returned for a 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.

### Leave of Absence

Nurses on leave of absence (LOA) are not authorized to take any training or course and will not receive pay for time they spend attending any such training or course and are not eligible for expense reimbursement. If you are on a LOA, you will need to cancel your registration or pay for the course. If a Nurse has been released to return from an approved LOA but must complete the required training or class before being permitted to return to work, the Nurse's return to work date shall be scheduled to occur on the first day that the Nurse is able to attend a scheduled session.