

## Class Policy and Refunds

Class registration priority is based on the order in which registration form and payment are received.

Registration must be accompanied by payment to secure placement.

Refunds will be considered only with a written request no later than two weeks prior to schedule class event.

Refunds will include tuition for class expense only.

Due to independent catering policies the cost for meals or tea provided for instruction cannot be refunded.

Rescheduling may prevent loss of tuition if applicable and to be determined by administration of Etiquette and Protocol.

Emergency cancelations will be considered on an individual bases.

Please read and sign the statements below.

I have read the above statement of class registration and cancelation policies of the Etiquette and Protocol with Patricia Devine. I understand the policies and agree with to the terms mentioned above.

Student Signature or Guardian \_\_\_\_\_