

ABC NorCal Course Tuition Refund Or Transfer Policy

(Effective for Classes Starting On & After April 1, 2019)

Important Information:

1. The Effective Date of the request is the date that the signed and completed form is submitted to the ABC NorCal office. If the form is mailed, the postmarked date will be used as the effective date.
2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.
3. **The maximum refund amount allowed of tuition funds previously transferred from another course is 50% of tuition fees paid; refer to the refund & transfer chart below for classes that are eligible for refunds and/or transfers.** (Example: You paid \$309 for GW 101 start date Dec 1st. On Nov 30st, you transfer from the GW 101 Dec 1st course to GW 101 starting Feb 1st and pay \$50. You then apply for a refund of the Feb 1st GW 101 course on Jan 8th, your refund will be \$154.50)
4. **The cost of materials shipped will be deducted from the tuition amount paid:**
 - \$150 for 301 and 302
 - \$75 for 303 and 401
5. There are no refunds or transfers allowed for Home Study Courses.
6. If transferring to a course of more value, the difference in tuition is required to be paid in addition to the \$50 processing fee. If transferring to a course of less value, the \$50 processing fee will be deducted from the tuition amount paid; any remaining amount will be refunded to the payer.
7. If you are a contractor signing for a student, you are responsible to make sure that the student is aware and agrees with any course changes before signing the transfer request form. If you are a student and you did not pay for your course, you are responsible to make sure that the payer is aware and agrees with any course changes before signing the transfer form. You are also responsible for applicable course transfers.

How to Request a Refund:



1. Review policy chart below for qualifications.
2. Complete request form and sign. The original payer's signature is required if you are transferring tuition to another course. A refund will be issued back to the original payer if the payer's signature is not received authorizing the transfer of tuition.
3. Submit the completed request form to ABC NorCal within the required time frame as stated in the refund and transfer chart:

ABC NorCal Training Facility

4577 Las Positas Road Unit C, Livermore, CA 94551

Fax: 925-474-1310

Email: registrar@abcnorcal.org

Refund Or Initial Transfer Chart:				
	Class Type  Effective date of refund request 	Get Wired! 100-400 Series (6-7 weeks)	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 (2 Class Days)	Home Study Courses
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer
B.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer
C.	1 st Day of Class – Prior to 2 nd Day of Class	50% Refund or \$50 to transfer	50% Refund or \$50 to transfer	No Refund or Transfer
D.	Within Two Weeks Of Class Start Date	50% Refund or \$50 to transfer	N/A	No Refund or Transfer
E.	Two Weeks or more after class start date	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer
F.	No show to all class dates	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer

ABC NorCal Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer via check.
2. All refund requests are processed by ABC NorCal within 30 calendar days from the effective date of the completed refund request.
3. If your course is subject to cancellation by ABC NorCal, your full tuition payment will be refunded or transferred to another course of your preference without processing fees.



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Student Name (First, Middle Initial, and Last)			Student ID #		Last four digits of SSN	
Mailing Address		Apartment #		City		State
Home Phone ()		Cell Phone ()		Email Address		
PAYER Name (if different than student)		PAYER Mailing Address, City, State & Zip code (if different than student)				

Course Information for Refund:

Course Name (i.e. GW 101)	Course ID #	Course Date (From)	Course Date (To)	Standard Course Tuition Paid \$
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Please complete information below if you are transferring your refund amount to another course. Difference in tuition and/or processing fees must be paid to complete transfer of course tuition (see refund chart on reverse side for processing fees).

Transfer Course Information:

Course Name (i.e. GW 101)	Course ID #	Course Date (From)	Course Date (To)	Course Tuition Fee \$
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Payment Method (Required only if funds are being transferred and there is a processing fee due and/or if there is a difference in tuition. See refund chart on reverse side for details. Payment method is not required if you are requesting a refund)

Check One: Check Money Order Visa MC

Client Email	First Name	Last Name
Reference (Class Name and Dates)	Date	\$ Amount Authorized
Full Billing Address	City, State, Zip	

*Student Signature	Date
*Payer's Signature (Required only for transfer of funds)	Date

FOR ABC NORCAL USE ONLY

Date Completed Request Submitted	Number of Calendar Days Before or After Course Start Date:	
Original <input type="checkbox"/> MO <input type="checkbox"/> CC <input type="checkbox"/> Check <input type="checkbox"/> Invoice Payment Type:	Payment Date _____	
Tuition Paid \$	Less Fee \$	Amount To Be Refunded \$
Amount To Be Transferred to Above Mentioned Course \$	Amount Due \$	
Request Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why: _____ _____ _____	Check Payable To: _____ Authorization/Check# _____ Processed By (Initial & Date) _____	
Authorized Signature and Date		

*** By signing this form, you are acknowledging that you have reviewed the course requirements and refund policy for the transfer course listed on this form. If you are a contractor signing for a student, you are responsible to make sure that the student is aware and agree with any course changes before signing this request form.**