**CNA Cancellation/Rescheduling Policy**

If you should need to reschedule to a different session (new start date), there will be no penalty if it is 15 days or more from the start of your original session.

If you reschedule 8-14 days before the start of your session there is a $150 fee and if 7 days or less, there will be a $900 fee to reschedule to a new start date.

If you miss a scheduled class during your session, you will need to make that class day up at one of our make-up sessions. One pre-determined make-up session is scheduled every other month and you cannot graduate until all hours are completed. The cost for a make-up day is $250.

If you should need to completely cancel your registration, here is the breakdown of refunds:

\*21+ days out from class: full refund (if you have already activated your online course link, you will not be refunded the cost of the online course, which is $600).

\*14-21 days out from class:

50% refund (minus $600 online course if activated)

\*10-14 days out from class: 25% refund (minus $600 online course if activated)

\*9 days or less out from class: no refund

This course is a serious commitment into the medical field. You must complete all online coursework prior to coming to the in-person sessions. If you do not complete this work you will be charged for rescheduling as outlined above. Please feel free to contact our office with questions PRIOR to registration.

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