



## **Refund and Cancellation Policy**

### **CANCELLATIONS BY STUDENT AND REFUNDS**

Send cancellation requests to [mbakentucky@gmail.com](mailto:mbakentucky@gmail.com) with "CE Course Cancellation" as the subject.

Cancellations received prior to 5 business days before class will receive a full refund minus the credit card fees. No refunds or cancellations will be allowed after this date unless extenuating circumstances apply. For extenuating circumstances, a credit will be considered for a future class.

If a student registers for a class and payment has not been received at least 5 business days prior the class, either on-line with credit card or by check, the student is subject to automatic cancellation of their registration.

A "No Show" to the class will count as a cancellation. All fees will be non-refundable at that time.

### **CANCELLATION BY MBAKY AND REFUNDS**

TNMBA reserves the right to cancel any class upon notification of registrants. If such a case should occur, the full amount of the class will be refunded to the registrants (credit card or refund check, whichever may be the case).

### **RESCHEDULE CLASS REQUEST BY STUDENT**

Send any class rescheduling request to [mbakentucky@gmail.com](mailto:mbakentucky@gmail.com) with "Need to Reschedule" as the subject.

Rescheduling of classes to a future scheduled class date will be considered upon request and must be performed 5 business days prior to the date of the original registered class. If there is any pricing difference, the fees must be paid prior to the rescheduled class date.