

### **Registration Policy**

Certification and Workshop course registration closes 2 weeks prior to the start date.

No refunds will be provided within those 2 weeks; however, credit may be held for up to 1 year. Students who are absent, without informing ATAP of that absence prior to the course start, will receive a credit, which may be held up to 1 year.

### **Cancellation Policy**

A full refund will be available 2 weeks prior to start, otherwise a credit may be held for the student/organization for up to 1 year.

### **Exam Cancellations During a Course**

Registrants must indicate at the time of registration (whether online or by telephone), the course exams they are writing (both, one, none).

No credits or refunds will be available for exam cancellations once the course has begun.

No examinations can be added during the course.