

# The Equine Institute

## **School Financial Policy**

Our refund policy is that all classes must be paid prior to admission in a course. Financing options are available. We accept Paypal, Stripe-credit card, or cash or money order payments. NO CHECKS will be accepted.

### **REFUND POLICY:**

0-2 days (48 hours) after payment: full refund

3-7 days post payment: we will give a 75% tuition refund

8-14 days: 50% refund if requested between 1-2 weeks,

>14 days: no refund after the first two weeks, but you will get a course credit to use at later date.

### **Workshop Cancellation Policy:**

The Equine Institute prides itself on a low teacher to instructor ratio. Because our workshop classes are small and require significant time to complete online pre-requisites prior to workshop attendance, a spot in our workshops is valuable and not easy to quickly replace. If you need to cancel or delay your participation in the workshop, we request this be done within 8 weeks of the scheduled workshop so we may try to fill your spot.

Refunds are given based on the refund policy listed above. Accepted students who need to cancel their workshop participation may request to be placed into a later workshop, based on availability of spaces in future workshops, which are often filled 6-8 months in advance.

**BECAUSE OF THE CONSIDERABLE EXPENSE OF PLANNING AND CONDUCTING A WORKSHOP, CANCELLATION OF WORKSHOP ATTENDANCE WITHIN ONE MONTH OF A SCHEDULED WORKSHOP WILL INCUR A CANCELLATION FEE OF \$350.**

Students who cancel due to a personal medical emergency, significant illness or death of a family member (a doctors letter will be required) may have this fee waived.

Cancellation due to other life events will be subject to the cancellation fee.

### **Course Sabbatical**

If you have to put your training on hold for medical or personal reasons, we can do this, and allow you to jump back into your workshop training in the following cohort.

Depending on instructor discretion, students may have to audit all or part of a workshop. Audit fees are \$500 for full workshop audit.

Late cancellation fee policy still applies to students taking a program sabbatical.

**Retesting** fees for Anatomy practical or Exit Exam are \$125/test.