

Course Cancellation Policies

USCG License Courses: Deposits are refundable if written cancellation is received more than 14 days prior to course start date, less an administration fee of \$75 and the cost of books. Cancellations made 14 days or less from the course date will forfeit full deposit plus cost of books received. A student requesting a move to a future class will be assessed a \$100 fee and cancellation policy will remain in effect as of original class date.

STCW and Firefighting Courses: Deposits are refundable if written cancellation is received more than 14 days prior to course start date, less an administration fee of \$100 and the cost of books. Cancellations made 14 days or less from the course date will forfeit full deposit plus cost of books received. A student requesting a move to a future class will be assessed a \$100 fee and cancellation policy will remain in effect as of original class date. A full refund if class size minimum is not met.

Launch Tender and Boating Safety Courses: Deposits are refundable if written cancellation is received more than 14 days prior to course start date, less an administration fee of \$50 and the cost of books. Cancellations made 14 days or less from the course date will forfeit deposit. A student requesting a move to a future class will be assessed a \$50 fee and cancellation policy will remain in effect as of original class date. A full refund if class size minimum is not met.

All other courses: Deposits are refundable if written cancellation is received more than 14 days prior to course start date, less an administration fee of \$50 and the cost of books. Cancellations made 14 days or less from the course date will forfeit deposit. A student requesting a move to a future class will be assessed a \$50 fee and cancellation policy will remain in effect as of original class date. A full refund if class size minimum is