



Course Cancellation Policy:

1. Minimum 3 weeks' notice (15 Business days) is required.
2. A 30% cancellation fee will be invoiced by Tec-Ease (calculated using the Instructor's rate as shown on your quote). If the course is re-booked and completed within 90 calendar days of the original course starting date, this amount will be credited by Tec-Ease towards the cost of the re-scheduled course.
3. The customer is responsible for any out-of-pocket expenses incurred by Tec-Ease or one of its Coaches for travel, shipping, etc. in preparation for the course.
4. In the event of an outright course cancellation, the customer is responsible for the return of any course materials provided. In the case of prepaid course materials, a Tec-Ease will provide a refund on unused textbooks only.