



## **Terms and Conditions**

### **REGISTRATION POLICY**

#### **29+ days before class**

- You can register via phone, mail or online and choose to pay by credit card, check or cash.
- With 29 or more days before class, you can hold your place with a \$100 deposit (check/cash) or fully register by paying the full tuition (check/cash/credit card).
- You are considered “registered” only when the full tuition has been received.
- Tuition balances are due by 2 weeks prior to class or your seat may be forfeit.
  - If paying by credit card, the online time stamp will determine the “date” of your registration.
  - If sending tuition via mail, the date it is post marked will determine the “date” of your registration.

#### **28-15 days before class**

- You can register via phone, mail or online and choose to pay by credit card, check or cash.
- With 28 or fewer days before class, you can register by paying the full tuition (check/cash/credit card).
- You are considered “registered” only when your full tuition has been received.
  - If paying by credit card, the online time stamp will determine the “date” of your registration.
  - If sending tuition via mail, the date it is post marked will determine the “date” of your registration.

#### **14-0 days before class**

- You can register via phone, mail or online and choose to pay by credit card, check or cash.
- With 14 or fewer days before class, you can register by paying the full tuition (check/cash/credit card)
- You are considered “registered” only when the full tuition has been received.
  - If paying by credit card, the online time stamp will determine the “date” of your registration.
  - If sending tuition via mail, the date it is post marked will determine the “date” of your registration.

### **CANCELLATION/TRANSFER POLICY**

#### **29+ days before class**

- your tuition is refundable less a \$50 refund fee **or**
- your tuition is fully transferable to another class with no additional fee

#### **28-15 days before class**

- your tuition is non-refundable **and**
- your tuition can be transferred to another class after a \$50 transfer fee has been received

#### **14-2 days before class**

- your tuition is non-refundable **and**
- your tuition can transfer to another class after a \$100 transfer fee has been received

#### **1 day before class**

- As of noon (EST) the day before class your tuition is non-refundable and non-transferable

### **COURSE CANCELLATION POLICY:**

- If APSM cancels the course your tuition is fully refundable or fully transferable to another class.
- Cancellations will occur no later than 14 days prior to class.

### **RETURNED CHECK / OUTSTANDING TUITION BALANCE POLICY:**

- Any check or cash returned / refused by the bank will incur a \$30 NSF fee.
- You are considered fully “registered” only when the full tuition and NSF fee has been received.