

Empower Training Institute

Course Cancellation Form

Website: www.empowetraining.org | Email: support@empowetraining.org | Phone: (747) 744-7869

Section 1: Participant Information

Full Name:

Date of Birth (if applicable):

Email Address:

Phone Number:

Mailing Address:

Section 2: Course Information

Course Title:

Instructor/Facilitator:

Course Start Date:

Scheduled End Date:

Date of Cancellation Request:

Section 3: Reason for Cancellation

Schedule conflict

Health or personal reasons

Financial hardship

Transferring to another course

Other (explain below):

Brief Explanation (optional):

Section 4: Refund or Transfer Request

Request refund (if eligible per policy)

Request credit toward future course

No refund requested

Preferred Refund Method:

Check by mail

Credit card refund

Electronic funds transfer (EFT)

Note: Refund eligibility and amount will be determined according to Empower Training Institute's Course Cancellation Policy.

Section 5: Participant Acknowledgment

By signing below, I confirm that the information provided above is accurate.

- Submission of this form does not guarantee a refund.
- Refunds, if approved, will be processed within 10–14 business days.
- A cancellation fee may apply depending on the timing of my request.

Signature:

Date:

Section 6: Office Use Only

Received By:

Date Received:

Refund Eligible: Yes

Refund Eligible: No

Refund Amount:

Approved By:

Date Processed:

Return Completed Form To:

Empower Training Institute | Attn: Student Support Services

Email: gaylegordon@empowetraining.org | Website: www.empowetraining.org