

CESP Intensive | Enrollment, Payment & Withdrawal Policies

January 2027 cohort | Version 1.0 | October 18, 2026

Registration and eligibility

Registration for the January 2027 cohort opens November 2, 2026 and closes January 8, 2027. The Intensive is intended for commissioned notaries. Candidates must provide evidence of an active notary commission as required by the certification framework.

Tuition and installment obligations

Explore tuition: \$499, payable in full or \$199 at enrollment and \$150 each at 30 and 60 days. Qualifying Elevate tuition: \$374.25, payable in full or \$174.25 at enrollment and \$100 each at 30 and 60 days. There is no installment surcharge. All installments remain payable under the selected schedule unless a qualifying withdrawal, cancellation, or approved written exception changes that obligation.

Elevate discount and course access

A 25% discount applies after 60 consecutive days of paid Elevate CESP Skool Membership before purchase, with active paid membership at purchase; continuous legacy paid membership counts. Intensive access is purchased separately from membership. Ending Elevate after purchase does not cancel Intensive access, but separate Elevate-only benefits end when the subscription expires.

Missed payments

A seven-calendar-day grace period applies to overdue installments. If payment remains overdue after that period, CESP may suspend Intensive participation until the account is current. Independently purchased courses and independently maintained membership entitlements are not automatically affected. Full tuition payment is required before certification is issued.

Withdrawal and refunds

Before the first scheduled instructional session: A candidate who withdraws in writing receives a full refund of tuition paid.

Within 14 calendar days after instruction begins: A candidate who withdraws in writing is eligible for a prorated refund based on instruction delivered. The working calculation is one eighteenth of total tuition for each completed instructional week. For installment payers, the amount collected is reduced by earned instructional charges, any positive remainder is refunded, and future installments are canceled. Any more favorable refund required by applicable law controls.

After the 14-day window: Tuition paid is nonrefundable and remaining installments are due, subject to applicable law, approved exceptions, or an authorized transfer. Written requests and any decisions are documented. Serious hardship requests may be considered individually.



CESP cancellation: If CESP cancels a cohort before instruction begins, candidates receive a full refund of tuition paid or may choose an offered transfer.

Cohort transfers

One approved transfer may be granted for documented hardship, subject to available space and CESP approval. The future cohort generally must begin within 12 months of transfer approval unless an exception is granted. Tuition paid is credited to the approved future cohort; unpaid installments remain due unless a revised written schedule is approved. Previously verified coursework may be credited subject to curriculum and competency review.

Requests and records

Submit withdrawal, refund, hardship, or transfer requests in writing through the CESP contact method provided during enrollment. CESP will document requests and decisions. The enrollment agreement and this published policy should be made available before purchase.

