

TPAS, LLC Payment & Cancellation Policy

Acceptance

The Property Adjustment Specialists d.b.a. TPAS, LLC acceptance of your registration is subject to available seats, sufficient and timely payment, and a minimum number of registrations.

Our Cancellation

The Property Adjustment Specialists may cancel a course date at any time, without notice, for any reason, and without liability to registrants except for full refund of tendered payment.

Your Cancellation

We understand that circumstances may arise that require you to cancel. However, course materials are immediately ordered once partial or full payment is received. Therefore, the administrative cost of \$200 is non-refundable but can be used as class credit.

If you cancel up to **21** days before the event, 50% of the registration fee will be refunded less the administrative fee.

If you cancel up to **14** days before the event, 25% of the registration fee will be refunded less the administrative fee.

If your cancellation is received **7** days or less before the event, you may send another person in your place or receive a credit voucher for a course of equal value, valid for up to six months.

Registration Fee

Due and payable in full before start of course.

Payment

If you elect to pay by cash, you can do so in person or by mail. Course payments by mail must be received and paid in full prior to **7** days before the course begins.

If you elect to pay by check, you can do so in person or by mail. Course payments by mail must be received and paid in full prior to **14** days before the course begins.

If you elect to pay by credit card, you can do so by paying online via PayPal, by phone or in person.

Partial payment arrangements can be made in advance. Please contact us directly to make an arrangement.

Confirmation

Once partial or full payment is received, you will receive confirmation within **1** business day of your registration via e-mail. Following the confirmation letter a secondary email with your pre-study materials will be sent via email within **1** business day. If you have any questions or concerns about your registration, please contact us at 1-877-466-6698.