

## TPAS, LLC Payment & Cancellation Policy

### Acceptance

The Property Adjustment Specialists, doing business as TPAS, LLC, accept your registration subject to the availability of seats, sufficient and timely payment, and a minimum number of registrations.

### Our Cancellation

The Property Adjustment Specialists reserves the right to cancel a course date at any time, without notice, for any reason. In such cases, registrants will receive a full refund of the payment made without any liability on the part of TPAS, LLC.

### Your Cancellation

We understand that circumstances may arise that require you to cancel your registration. However, please note that course materials are ordered as soon as partial or full payment is received. Therefore, a non-refundable administrative cost of \$200 will be deducted from the refund, but this amount can be used as credit for a future class.

### Cancellation Policy:

- If you cancel up to 21 days before the event, you will receive a refund of 50% of the registration fee, less the administrative fee.
- If you cancel up to 14 days before the event, you will receive a refund of 25% of the registration fee, less the administrative fee.
- If your cancellation is received 7 days or less before the event, you may either send another person in your place or receive a credit voucher for a course of equal value. This credit voucher will be valid for up to one year from the original scheduled course date.

**Please Note:** Courses purchased with promotional and/or affiliate discounts are non-refundable. If you are unable to attend a course purchased under an affiliate or promotional discount, a credit voucher will be issued for up to one year from the original scheduled course date.

### Registration Fee

The registration fee must be paid in full before the start of the course.



## Payment

- Cash payments can be made in person or by mail. If paying by mail, the course payment must be received and paid in full prior to 7 days before the course begins.
- Check payments can be made in person or by mail. If paying by mail, the course payment must be received and paid in full prior to 14 days before the course begins.
- Credit card payments can be made online via PayPal, by phone, or in person.

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

## Confirmation

Once partial or full payment is received, you will receive a confirmation email within 1-2 business days of your registration. Additionally, a secondary email containing your pre-study materials will be sent within 1-2 business days after the confirmation letter. If you have any questions or concerns about your registration, please contact us at 1-877-466-6698.

