

Refund Policy

1. Deposit Requirement

A non-refundable deposit of \$1,000 is required at the time of registration. This deposit secures the student's spot in the course and will be applied toward the total tuition balance.

2. Refund Schedule

- **Full Refund:** A full refund of tuition, minus the non-refundable deposit, will be issued if the student withdraws at least 14 days before the registration deadline.
- **Partial Refund:** A 50% refund of tuition, minus the non-refundable deposit, will be granted if the student withdraws up to 7 days before the registration deadline.
- **No Refund:** No refunds will be issued for withdrawals made after the registration deadline.

3. Special Circumstances

Students facing medical emergencies or other documented extenuating circumstances may request a review for a possible refund. Supporting documentation will be required. Any decision under this section will be made at the discretion of CTRTA.

4. Fees

Any non-refundable fees, including but not limited to registration fees, materials fees, or other identified charges, will be clearly indicated during the enrollment process. If payment is made by credit card, any associated processing fee is non-refundable.

5. Refund Process

Approved refunds will be processed within 30 days of the request approval. Refunds will be issued in the same form of payment as the original transaction whenever possible.

6. Policy Review

This policy will be reviewed annually and updated as necessary to ensure fairness, consistency, and transparency.

Approved for CTRTA internal policy use.