

REFUND POLICY

Here at HR Consulting Group, LLC we strive to deliver stellar results to every client every time. However, in the event that you feel a refund is warranted the following refund policy applies. Any requests for partial or full refund must be submitted via email sent to info@hrconsultinggroupllc.com with the subject line of "Refund Request". Requests must be received within 14 calendar days of payment and if approved, such refund is subject to a 10% administrative withholding fee. Each request must include the following information to be processed. Failure to include the required applicable information will result in a denial of your request and an explanation email will be sent to you.

Required Refund Information:

- Requestor's First & Last Name
- Requestor's Telephone Number
- Requestor's Email Address
- Preferred Refund Method
- Company Name
- Company Street Address
- Service(s) Provided
- Date(s) of Service Agreement
- Service Agreement Number
- Amount of Refund Requested
- Reason for Refund Request
- Detailed Justification for Request
- Supporting Documents

****HR Consulting Group, LLC shall make a refund determination within 14 calendar days of receipt of such request and issue any approved refund within 30 days of determination date. If refund is not approved, an email response shall be sent to the provided email address with an explanation. If you wish to dispute our decision, please see our arbitration agreement.**

<i>Charleigh Nicole Canham, MBA</i>

President/CEO. July 6th, 2025