

# Cancellation, Transfer, and Refund Policy

All cancellations, transfers, refunds, or exceptions must be requested in writing and confirmed by Future Fire Academy.

# **Classroom/Academy Training**

NOTE – for the purposes of this refund policy the terms "classroom" or "class" applies to both individual classroom training and the full academy.

## **Classroom Cancellations/Refunds**

If a student is unable to attend a class or testing session for which they have registered, he/she must contact Future Fire Academy in advance to either transfer or cancel the registration.

Future Fire Academy will offer a full refund if the student cancels within 30 days of the original course purchase date and 15 or more calendar days before the start of the class.

Cancellations received 14 calendar days or less before the start of the class, or remote class session will be charged a fee of 50% of the tuition.

Cancellations received 7 calendar days or less before the start of the class will not be eligible for a refund.

### **Classroom Transfers**

Students are allowed to transfer to another scheduled class 7 calendar days or more before the start of the class at no charge.

Transfers received 2 business days or less before the start of the class are subject to a rescheduling fee of 10% of the tuition.

All transfers must be made in writing via email and are not considered valid unless the student receives written confirmation from Future Fire Academy. Without written confirmation, the student will be treated as a "Classroom No Show."

### **Classroom No Shows**

Registered students who do not contact us in advance to cancel their registration and do not attend their scheduled class will be charged the entire class fee.