Confirmation & Acknowledgement of Cancellation Policy,
Medical Biller Training Program

In order to complete your registration for this program, you must print, sign & date this form below or you may print, sign and date the cancellation policy from your student confirmation document. This form due to the Community Education office within 3 business days of your registration.

CANCELLATION POLICY

Up to October 16:
Community Education office must receive your request for cancellation in writing via fax, email or by mail (mail must be received by deadline; postmarks not accepted) by Thursday, October 16, 2008, 5pm. You will receive your money back minus a $200 cancellation fee.

On or After October 17:
Community Education office must receive your request for cancellation in writing via fax, email or by mail (mail must be received by deadline; postmarks not accepted) by Monday, November 3, 2008, 5pm. You will receive your money back minus a $500 cancellation fee.

There are no exceptions to this policy.

________________________________
Student Name (Print)

_________________________________      _________________________________
Student Signature      Date