



**PAYMENT/ CANCELLATION / TRANSFER /
REFUND / CHEATING POLICY - 2020**

DEPOSITS & PAYMENTS

A minimum deposit is required to secure your place in each course. Class sizes are limited, so it is important for you to reserve your space and for us to know in advance who is committed to attending.

Class Level	Deposit to hold space in class (see bullet 3 below)	Paid in full 1-29 days before Day 1	Paid in full 30-59 days before Day 1	Paid in full 60+ days before Day 1
Level 1 Practical (must do Theory online prior to class)	\$250	\$1,100	\$1,050	\$975
Level 2 Applied MLD	\$250	\$1,100	\$1,050	\$975
Level 3 Lymphedema Management	\$500	\$2,250	\$2,150	\$2,075
COMBINED Level 1 & Level 2	\$500	\$2,050	\$2,000	\$1,925
COMBINED Level 1 & Level 3	\$750	\$3,200	\$3,150	\$3,075
COMBINED Level 2 & Level 3	\$750	\$3,150	\$3,100	\$2,975
COMBINED Level 1, Level 2 & Level 3	\$1,000	\$4,000	\$3,850	\$3,775
Therapy Update	\$150	\$500	\$475	N/A

- Payment date is the postmark if mailed or date of charge if paid by credit card.
 - If paying by credit card, you may include the number, expiration date, billing address, and security code with your registration form, or call Kathy at 413-210-2414 and leave the information in her voicemail
- If payment is not made **in full** by the deadline, the discount is forfeited.
- If you have not paid in full 7 days before Day 1, and the class has a waiting list, you will be contacted to complete payment. If you choose not to do so, you will forfeit your place in class and the cancellation/transfer policy will apply (i.e. you do not get a refund, but you can transfer to the same class offered by the same instructor within 12 months)
- If you sign up for a combination class, and cancel after the first class, refunds will be calculated as if you registered and paid for the class(es) that you actually attended (i.e., you will lose any multiple class discount in the original registration price).



CANCELLATION / TRANSFER POLICY

- Please advise us by email as soon as possible if you are unable to attend the class for which you have registered.
- Send your cancellation notice to Kathy Fleming at KJFMLDPT@yahoo.com. Cancellations by phone or text will not be accepted and fees will not be refunded.
- You can transfer your registration without penalty, provided you transfer to the **same class** with **same instructor** within 12 months of the originally scheduled class.
 - If you transfer your enrollment to another class session and subsequently cancel, no refunds will be given for the remaining class(es).

REFUND POLICY

- If the Instructor, Kathy Fleming, cancels the course due to unforeseen circumstances, all monies received will be refunded.
- If you cancel more than thirty (30) days before the first day of class, all course fees are refundable, less \$100 to cover administrative costs.
- If you cancel twenty-nine (29) days to seven (7) days before the first day of class, all course fees are refundable, less the full deposit amount for the class.
- If you cancel less than seven (7) days before the first day of class, no course fees will be refunded.
- If you do not attend the course, fail to notify us in writing of your cancellation, or cancel during class, no course fees will be refunded.

DISMISSAL

- Any student may be dismissed from the course(s) for insufficient progress, non-payment of tuition, non-attendance, or unprofessional/unethical conduct. Reinstatement following dismissal is at the discretion of the instructor and/or the Dr. Vodder School International.

CHEATING

Please note that cheating in written or practical exams or helping another student during exams will result in automatic failure of the course without repayment of fees.