



## Continuing Education Course Cancellation Policies

### Cancellation Policy:

#### **Live Webinar Continuing Education Courses & Seminars**

For all standard continuing education courses, the following policy is in effect in order to utilize your vacated seat:

All cancellations must be submitted via e-mail to [ce@ketchum.edu](mailto:ce@ketchum.edu) within **7 days** prior to the scheduled class. At time of cancellation, a 90% refund will be applied. For cancellations received within 7 days of class, a 75% refund will be applied. In addition, all cancellations will be subject to an administrative fee of \$25.00 deducted from the stated refund amount.

**Any cancellations received within 3 days of the scheduled class will not be due a refund. There are no exceptions.**

### Cancellation Policy:

#### **Hands-On Workshops, Labs & Live-Patient Grand Rounds**

Due to limited seating available for hands-on workshops, labs and live-patient grand rounds courses, as well as a much smaller student-teacher ratio, the following policy is in effect in order to utilize your vacated seat:

All cancellations must be submitted via e-mail to [ce@ketchum.edu](mailto:ce@ketchum.edu) within **14 days** prior to the scheduled class. At time of cancellation, an 80% refund will be applied. In addition, all cancellations will be subject to an administrative fee of \$50.00 deducted from the stated refund amount.

**Any cancellations received within 14 days of the scheduled class will not be due a refund. There are no exceptions.**