

Education Cancellation Policy

REFUND WILL NOT BE ISSUED FOR ANY CLASS IF CANCELLATION IS NOT FAXED (405)-524-8354 OR EMAILED (ccook@oahcp.org) INTO OAHCP OFFICE **BEFORE START OF CLASS (per policy below).**

CMA CEU Update Classes:

1. Payment required **BEFORE** class date. No certificate issued until payment received.
2. Class cancelled **before** 10-day prior date, no cancellation fee – full refund.
3. Class cancelled **inside** 10-day prior date, refund minus \$10 cancellation fee.

Refund will not be issued if cancellation is not received into OAHCP office before class start date. No-shows will not receive credit/refund.

All Other Education Classes: (Excluding Convention & Fall Fair)

1. Payment required **BEFORE** class date. No certificates issued until payment received.
2. Class cancelled **before** 10-days prior date, no cancellation fee – full refund.
3. Class cancelled **inside** 10-day prior date, refund minus cancellation fee.

Refund will not be issued if cancellation is not received into OAHCP office before class start date. No-shows will not receive credit/refund.

Less than 5 hours = \$15 member / \$30 non-member

1-day program = \$25 member / \$50 non-member

2-day programs = \$45 member / \$90 non-member

3 to 4-day programs = \$65 member / \$130 non-member

5 to 6-day programs = \$85 member / \$170 non-member

Convention / Fall Fair:

Payment required in advance. Cancellation policy will be listed in registration brochure.

A full refund will be granted for a registrant in the case of a medical emergency or death in the immediate family. **A written request for a refund explaining the reason is required before a refund will be granted.** Please email to ccook@oahcp.org or fax to 405-524-8354.

If a registrant is required to leave Convention or Fall Fair because of a federal/state survey, a refund will be prorated on the number of days attended. **A written request along with supporting documentation showing the date of the survey is required before a refund will be granted.** The registrant(s) must notify the convention registration desk and turn in their name badge.

No show/No cancellation will not receive refund – NO REFUND after start of class.