

Safety and Environmental Training Refund Policy (Asbestos, Lead, Mold)

1. Class Cancellation:

- MSU Center for Continuing Education reserves the right to cancel or reschedule a class due to unforeseen circumstances or low enrollment. Participants will be notified as early as possible, and a full refund will be provided if the class is canceled.

2. Refund Schedule:

- If a participant cancels 3 or more business days prior to the class start date, a full refund will be issued.
- Cancellations made within 2 business days of the class start date will be eligible for a 50% refund or transferred to a future training.
- No refunds will be provided for cancellations made 1 business day prior to the class start date. A \$25.00 service fee will be charged for transferring to a future training date. **In exceptional cases, such as medical emergencies, MSU Center for Continuing Education may consider issuing a refund or credit on a case-by-case basis.*

3. Refund Processing:

- Refunds will be processed within 3 business days of receiving the cancellation request. It can take 7-10 business days for the refund to post based on your financial institute.
- Refunds will be issued using the same payment method used for registration.

4. Transfers/No-Show:

- Participants may be allowed to transfer their registration to another class if space is available and if the request is made within 3 business days of the original class start date. Any difference in fees must be paid by the participant.
- No refunds will be issued for participants who do not attend the class without prior notification. A \$25.00 service fee will be charged for transferring to a future training date. **In exceptional cases, such as medical emergencies, MSU Center for Continuing Education may consider issuing a refund or credit on a case-by-case basis.*

Contact Information:

For cancellation requests, refund inquiries, or further information, please call 662-325-5002 or email cce@ext.msstate.edu.