

<b>Important Course Information: Must read before completing your registration</b>	
<b>COUPON CODE</b> must be applied at time of registration - no refunds or cancellations will be given for failure to provide the appropriate coupon code at time of registration.	
Student substitutions are not permitted due to the pre-course work required by the governing Association(s).	
Books mailed to students are non-returnable and/or non-refundable.	
<b>Transfers:</b>	
31 or more days before course	\$20 administrative fee Must be paid within 10 days of transfer or you may be cancelled from the course
11-30 days before the course	\$150 administrative fee Must be paid within 10 days of transfer or you will be cancelled from the course and forfeit the \$150 administrative fee
Within 10 days of course	No transfers or refunds due to the pre-course work required by the governing Association(s)
<b>Cancellations:</b>	
31 or more days before course	\$20 administrative fee will be subtracted from refund
11-30 days before course	\$150 administrative fee will be subtracted from refund
10 or less days before course	No refund
No call, no show	No refund
<b>Failing Grade:</b>	
Failing grade (per Association guideline)	No refund
<b>Out of Country Students:</b>	
Students coming from out of state/country should purchase refundable airfare and hotel packages. COTS is not responsible for expenses incurred related to cancelled courses.	
<b>Inclement Weather</b>	
Courses are not cancelled due to weather except in EXTREME conditions. Please plan your travel accordingly. Local TV and radio will broadcast cancellation(s).	
<b>COTS reserves the right to:</b>	
<ul style="list-style-type: none"> <li>• Cancel any course in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. All tuition paid for such course will be refunded.</li> <li>• Set maximum limits on the number of students allowed to enroll in any course.</li> </ul>	