



Course Cancellation and Refund Policy

All courses must be paid in full before attendance.

By confirming your seat on the course you are agreeing to the following Cancellation and Refund policy.

Time Before Course Start Date	Amount of Refund
21 days or more	Full Refund
Between 7 and 21 days	Course Fee minus \$15 admin charge
7 days or less – No Show	No refund

A written cancellation request must be sent to the Course Administrator at

Course Administrator
PO Box 2024
Woburn MA 01888
Or
courseadministrator@massref.net

The date of receipt will be used to determine the Time Before Course Start Date.

Transferring to another course

Subject to availability you may transfer to another course any time before the course start date. Fees paid will be applied to that course. MSRC cannot be held responsible if no suitable alternative can be found.

Course Cancelled by MSRC

In the event that a course is cancelled by MSRC a full refund will be given.

If you have questions or concerns please send email to
courseadministrator@massref.net