



WECA Course Tuition Refund Policy

(Effective for Classes Starting Before April 1, 2019 – See Page 3 for Classes Starting April 1, 2019 or After)

Criteria for Refund Approval:

1. No refunds will be issued until all WECA supplied course materials have been returned, unopened and unused.
2. The Effective Date of the refund request is the date the signed completed refund request form, and all WECA course materials are returned to the WECA Sacramento Region Office and Training Center.

Important Information:

1. If you are an Electrician Trainee you must transfer your refund amount to another course to avoid cancellation from the Electrician Trainee Program if you fall under one of the following scenarios:
 - Your last course end date is 90 or more days prior to the refund effective date
 - This is your first class and your initial program enrollment date is 90 or more days prior to the refund effective date

Complete a refund request form to transfer your refund amount to another course.

2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.

How to Request a Refund:

1. Review refund policy chart below for qualifications.
2. Complete refund request form and sign. The original payer's signature is required if you are transferring your refund amount to another course. If the payer's signature is not received authorizing the transfer of tuition, a refund will be issued back to the original payer.
3. Submit the completed refund request form, and any course materials you received from WECA by mail or hand delivery to: **WECA Sacramento Region Office and Training Center**
3695 Bleckely Street, Mather, CA 95655

Refund Chart:				
	Class Type ↕ Effective date of refund request ↕	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 and Live Webcast (Get Wired) (WECA provided materials must be returned unopened and unused)	Fire Life Safety Technician 101, 102 and Voice Data Video Technician 101 and 102	Home Study Courses (Excludes Live Webcast)
A	Greater than 10 calendar days prior to class start date	Full	Full	No Refund
B	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund
C	1 st Day of class	Fee equal to class day(s) held prior to completed request received plus \$50 fee	Fee equal to class day(s) held prior to completed request received plus \$50 fee	No Refund
D*	2 nd Day of class – Last Day of class	Fee equal to class day(s) held prior to completed request received plus \$50 fee	No Refund	No Refund
E	No show to all class dates	No Refund	No Refund	No Refund

Refund Amount Example:

D* You paid \$309.00 for the GW 103 course tuition. (The course has sixteen (16) class session dates). WECA receives your completed Refund Request form and materials on the eleventh (11th) day of class. A fee of \$ 262.44 (\$50 plus \$212.44) will be deducted from the tuition amount paid. Your refund will be in the amount of \$46.56.

WECA Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer. Credit card payments will be credited back to the account holder, if the original credit card payment was made within 90 days of request. All other payments will be refunded by check.
2. All refund requests are approved or denied and processed by WECA within 30 calendar days from the effective date of the completed refund request.
3. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference and without processing fees.



WECA Course Tuition Refund Request

Student Name (First, Middle Initial, and Last)		Student ID #	Last four digits of SSN	
Mailing Address		Apartment #	City	State Zip Code
Home Phone ()	Cell Phone ()	Email Address		
PAYER Name (if different than student)	PAYER Mailing Address, City, State & Zip code (if different than student)			

Course Information for Refund:

Course Name (i.e. GW 101)	Course ID #	Course Date (From)	Course Date (To)	Standard Course Tuition Paid \$
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Please complete information below if you are transferring your refund amount to another course. Difference in tuition and/or processing fees must be paid to complete transfer of course tuition (see refund chart on reverse side for processing fees).

Transfer Course Information:

Course Name (i.e. GW 101)	Course ID #	Course Date (From)	Course Date (To)	Course Tuition Fee \$
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Payment Method (For processing fees and/or difference in tuition if applicable. See refund chart on reverse side)

Circle One: Check Money Order Visa MC Cash (Walk-In Only)

_____ /20 _____ Credit Card Number	_____ /20 _____ Expiration Date	_____ 3-Digit Security Code
_____ _____ Charge Authorization Signature	_____ _____ Date	_____ Amount Authorized
_____ _____ Print name exactly as it appears on credit card		_____ _____ Cardholder's Full Billing Address

Course materials returned to WECA if applicable (student to complete: i.e. headset)	
*Student Signature	Date
*Payer's Signature (Required only for transfer of funds)	Date

* By signing this form, you are acknowledging that you have reviewed the course requirements and refund policy for the transfer course listed on this form. If you are a contractor signing for a student, you are responsible to make sure that the student is aware and agrees with any course changes before signing this request form.

FOR WECA USE ONLY		
Date Completed Request Submitted	Number of Calendar Days Before or After Course Start Date	All Course Materials Returned? Yes No N/A (Not Sent)
Payment Type: Cash MO Check CC Virtual Terminal Payment Date _____		
Tuition Paid \$	Less Fee \$	Amount To Be Refunded \$
Amount To Be Transferred to Above Mentioned Course \$	Amount Due \$	
Request Approved? Yes No If no, why: _____ _____ _____ Authorized Signature and Date	Accounting Refund Processed: Check Credit Card Authorization/Check# _____ Signature _____	