



# WECA Course Tuition Refund Or Transfer Policy

1. The Effective Date of the request is the date that the signed and completed form is submitted to the WECA office. If the form is mailed, the postmarked date will be used as the effective date.
2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.
3. **The maximum refund amount allowed of tuition funds previously transferred from another course is 50% of tuition fees paid; refer to the refund & transfer chart below for classes that are eligible for refunds and/or transfers.** (Example: You paid \$309 for GW 101 start date Dec 1st. On Nov 30<sup>st</sup>, you transfer from the GW 101 Dec 1<sup>st</sup> course to GW 101 starting Feb 1st and pay \$50. You then apply for a refund of the Feb 1st GW 101 course on Jan 8<sup>th</sup>, your refund will be \$154.50)
4. **The cost of materials shipped will be deducted from the tuition amount paid:**
  - \$150 for 301,302, and 303
  - \$75 for 401
5. There are no refunds or transfers allowed for Home Study Courses.
6. If transferring to a course of more value, the difference in tuition is required to be paid in addition to the \$50 processing fee. If transferring to a course of less value, the \$50 processing fee will be deducted from the tuition amount paid; any remaining amount will be refunded to the payer.
7. 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 the transfer request form. If you are a student and you did not pay for your course, you are responsible to make sure that the payer is aware and agrees with any course changes before signing the transfer form. You are also responsible for applicable course transfer fees.
8. No transfers are allowed for students who are funded through Guild.

## How to Request a Refund or Transfer:

1. Review policy chart below for qualifications.
2. Complete request form and sign.
3. Submit the completed request form to WECA within the required time frame as shown in the refund and transfer chart: **WECA Sacramento Region Office and Training Center, 3695 Bleckely Street, Rancho Cordova, CA 95655**  
OR Email: [etregistrar@goweca.com](mailto:etregistrar@goweca.com)

Refund Or Initial Transfer Chart:				
	Class Type Effective date of refund request	Get Wired! 100-400 Series (6-7 weeks)	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 (2 Class Days)	Home Study Courses
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer
B.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer
C.	1 <sup>st</sup> Day of Class – Prior to 2 <sup>nd</sup> Day of Class	50% Refund or \$50 to transfer	50% Refund or \$50 to transfer	No Refund or Transfer
D.	Within two weeks of class start date	50% Refund or \$50 to transfer	N/A	No Refund or Transfer
E.	Two weeks or more after class start date	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer
F.	No show to all class dates	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer

## WECA Procedures for Refund Request:

- 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. **If the payment cannot be refunded to the original payer (which may include expired credit cards and pre-paid/company pay cards), the payment will be refunded by check.**
- All refund requests are processed by WECA within 30 calendar days from the effective date of the completed refund request. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference without processing fees.



# WECA Course Tuition Refund Or Transfer Request Form

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 (Required only if funds are being transferred and there is a processing fee due and/or if there is a difference in tuition. See refund chart on reverse side for details. Payment method is not required if you are requesting a refund)

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

_____ /20 _____	_____	_____
Credit Card Number	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 & Phone Number	

*Student Signature	Date
*Payer's Signature (Required only for transfer of funds)	Date

**FOR WECA USE ONLY**

Date Completed Request Submitted	Number of Calendar Days Before or After Course Start Date:	
Payment Type:    Cash    MO    Check    CC    Invoice    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: _____ _____ _____	Refund Processed:    Check    Credit Card  Authorization/Check# _____  Processed By (Initial & Date) _____	
Authorized Signature and 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. If you are a student and you did not pay for your course, you are responsible to make sure that the payer is aware and agrees with any course changes before signing this form. You are also responsible for applicable course transfer fees.**