



# 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 <sup>st</sup> 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 <sup>nd</sup> 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	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: _____ _____ _____	<b>Accounting</b> Refund Processed:    Check    Credit Card Authorization/Check# _____ Signature _____	
Authorized Signature and Date		



# WECA Course Tuition Refund Or Transfer Policy

## (Effective for Classes Starting On & After April 1, 2019)

### Important Information:

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 and 302
  - \$75 for 303 and 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.

### How to Request a Refund:

1. Review policy chart below for qualifications.
2. Complete request form and sign. The original payer's signature is required if you are transferring tuition to another course. A refund will be issued back to the original payer if the payer's signature is not received authorizing the transfer of tuition.
3. Submit the completed request form to WECA within the required time frame as stated in the refund and transfer chart:

**WECA Sacramento Region Office and Training Center**  
**3695 Bleckely Street, Rancho Cordova, CA 95655**

**Fax: 916-452-7011**  
**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:

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 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 without processing fees.



# WECA Course Tuition Refund Or Transfer Request Form (Effective for Classes Starting On & After April 1, 2019)

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. See refund chart on reverse side)

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

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	

*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 agree with any course changes before signing this request form.**