

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 \$319 for GW 101 start date Dec 1st. On Nov 30st, you transfer from the GW 101 Dec 1st 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 8th, your refund will be \$159.50)
- 4. The cost of materials shipped will be deducted from the tuition amount paid:
 - \$150 for 301,302, and 303
 - \$60 for 401
- 5. There are no refunds or transfers allowed for Self-Paced Online 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.
- 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

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)	Self-Paced Online Courses						
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer						
В.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer						
C.	1 st Day of Class – Prior to 2 nd 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.

Effective August 1, 2023 ----OVER---



WECA Course Tuition Refund Or Transfer Request Form

Student Name (First, Middle Initial			Stud	Student ID #		Last four digits of SSN	
Mailing Address	Α	partment #	City			State	Zip Code
Home Phone	Cell Pho	Cell Phone			Email Address		
() PAYER Name (if different than stud	Nailing Address	Address, City, State & Zip code (if different than student)					
Course Information for Refund (o	omplete this section	on even if you	are transfe	erring):			
Course Name (i.e., GW 101)	Course ID #	rse ID # Course Date (From)		Course Date (To)		Standard Course Tuition Paid \$	
Please complete the transfer countuition and/or processing fees mu		-	_	-		t to anothe	
Course Name (i.e., GW 101)	Course ID #	ID # Course Date (From)		Course Date (To)		Course Tuition Fee	
Payment Method (This section is fee due and/or if there is a differ Check One: Check Credit Card Nu	ence in tuition. See	-	on reverse s	side foi n (Walk /20	r details). c-In Only)		Digit Security Code
Charge Authorizatio		 Date			\$ Amount Authorized		
Print name exactly as it appears	on credit card		Cardhold	der's Fu	ull Billing Addr	ess & Pho	ne Number
*Student Signature				Date			
*Payer's Signature (Required only fo	or transfer of funds)			Date			
* By signing this form, you are acl listed on this form. If you are a with any course changes before for making sure that the payer applicable course transfer fees.	contractor signing fo signing this request	or a student, you form. If you are ees with any co	u are respon e a student a ourse change	sible to and you as befor	make sure tha did not pay fo	t the stude r your cour	ent is aware and agrees se, you are responsible
Date Completed Request Su	FUR WEC	WECA USE ONLY Number of Calendar Days Before					
Payment Type: Cash	MO Check	CC Invo		Course ment D	e Start Date:		
Tuition Paid Less Fee \$	Tuition Paid Less Fee Amount To		Amount Transferr		То Ве	Amou Due \$	
Request Approved? Y	es No - If n	o, why:					

Effective August 1, 2023 ----OVER----