

UA Local 290 College of Mechanical Systems & Technology

Refund Policy

Apprentices are charged a non-refundable registration fee at the beginning of each term (not to exceed \$100.00). In addition to the registration fee, apprentices are expected to pay 50% of the cost of required books. This 50% cost is reflected on term invoices. Should an apprentice prove they already own one of the required books after they have paid, they may request a credit back to their account that can be used towards the next terms invoice.

Should an apprentice be scheduled into the wrong class at the fault of the COMSAT and he/she has already paid for their books, that money will be refunded without request within **45 days**. Apprentices may request a credit to their account to be used towards the correct course books and/or the following term in lieu of a refund.

Certification fees and books are non-refundable. If an apprentice or journeyman withdraws or cancels a scheduled exam, the exam fees be refunded in accordance with the policy of the examining body.