

PAYMENT/FEES POLICY

All registrations are secured on a first-come, first-served basis. Your registration in a course is dependent upon receipt of full payment. We accept payment by check, credit card, and direct ACH transfer. All payments must be in US Dollars.

REFUND POLICY

Cancellation of a course must be made a minimum of one business day before the Orientation to be eligible for a full refund. Cancellations made less than one day before the Orientation are not eligible for a refund. Written notice of cancellation shall be effective when the CaPP Institute receives the withdrawal. Refunds will be made within 30 days after cancellation or withdrawal requests are received.

Registration Modifications

Modifications to registration, including substitutions of participants or transfer of course dates, must be completed at least seven days before the program date. Participants with questions about modifications may contact:

Program & Events Coordinator

Kristen Terlitsky

kterlitsky@cappinstitute.com

(404) 592-5262 ext. 86

*Course changes will be allowed as long as there are spots available.

 **Phone**
— (404) 592-5262

 **Email**
— info@cappinstitute.com

 **Address**
— Inspire Inc.
1227 N. Peachtree Pkwy, Suite 166
Peachtree City, GA 30269