

<b>Important Course Information: Must read before completing your registration</b>	
<b>COUPON CODE</b> must be applied at time of registration - no refunds or cancellations will be given for failure to provide the appropriate coupon code at time of registration.	
Student substitutions are not permitted due to the pre-course work required by the governing Association(s).	
Books mailed to students are non-returnable and/or non-refundable.	
<b>Transfers:</b>	
31 or more days before course	\$20 administrative fee Must be paid within 10 days of transfer or you may be cancelled from the course
11-30 days before the course	\$150 administrative fee Must be paid within 10 days of transfer or you may be cancelled from the course
Within 10 days of course	No transfers or refunds due to the pre-course work required by the governing Association(s)
<b>Cancellations:</b>	
31 or more days before course	\$20 administrative fee will be subtracted from refund
11-30 days before course	\$150 administrative fee will be subtracted from refund
10 or less days before course	No refund
No call, no show	No refund
<b>Failing Grade:</b>	
Failing grade (per Association guideline)	No refund
<b>Out of Country Students:</b>	
Students coming from out of state/country should purchase refundable airfare and hotel packages. COTS is not responsible for expenses incurred related to cancelled courses.	
<b>Inclement Weather</b>	
Courses are not cancelled due to weather except in EXTREME conditions. Please plan your travel accordingly. Local TV and radio will broadcast cancellation(s).	
<b>COTS reserves the right to:</b>	
<ul style="list-style-type: none"> <li>• Cancel any course in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. All tuition paid for such course will be refunded.</li> <li>• Set maximum limits on the number of students allowed to enroll in any course.</li> </ul>	