



The Reading Center Training Institute Refund Policy

The training courses offered by The Reading Center are highly sought after and fill quickly. A training of this magnitude should be made with a strong commitment to attend and complete the course. It is difficult to fill an unexpected opening as we approach the beginning of class, or after class has begun. It is for this reason we have this withdrawal policy.

All withdrawals must be in writing and sent to Training Assistant Anna Johnson via email at ajohnson@thereadingcenter.org

When refunding deposits or class tuition payments made with a credit card or through PayPal, the refund will be reduced by 3% to cover the credit card processing fee.

1. Withdrawal requested more than 60 days before class start date, 50% tuition refund.
2. Withdrawal requested within 30 days before class start date, 25% tuition refund.
3. Withdrawal requested less than 30 days before class start date, no tuition refund.
4. Withdrawal requested after class starts, no tuition refund.

When registering for training, all trainees affirm they will attend all training classes, prepare for practicum observations, and conduct themselves professionally for the duration of the course. Failure to meet these standards may, at the instructor's discretion, result in the removal of the trainee from the training and 100% forfeiture of paid course tuition.