



American Red Cross

Capital Area Chapter

Class Cancellation/Transfer Policy

- All participants must pre-register and prepay.
- All fees must be paid before certifications will be issued.
- Class dates and times are subject to change. Full credit/refund will be given only if the **Capital Area Chapter** cancels or reschedules a class due to administrative reasons or a disaster.
- No rescheduling or refunds of any kind will be issued for no-shows.
- Students must attend the class they have registered for. Students may reschedule class and transfer payment to that class only once without penalty only if they contact the chapter two days prior to the class. Additional transfers will be charged a \$15.00 administration fee.
- There is a \$15.00 administrative fee for each session/class cancelled by the student.
- If you have any questions or would like to enroll via phone please call 850-878-6080.