

## Computers Etc Reschedule or Cancellation Policy



*Payment for classes is expected at the time you register.*

**By Mail:** Print the Registration Form and mail it to the address below.

**By Phone:** Call 352-424-1079 with your credit card information.

**In Person:** Monday - Friday, 9:00 am - 4:00 pm

**On-Line:** Go to our Registration Form at [www.computer-etc.com](http://www.computer-etc.com) and submit the form online with credit card payment through PayPal.

**Weather cancellation:** It is our policy to put your personal safety first. If a major storm is predicted, Computers Etc may choose to cancel the class. If so, we will put a message on our voice mail by 7:30 a.m. informing all registrants that we will be closed for the day. We will also attempt to contact each student via text to let them know the class will be rescheduled. You can also check our Facebook page as we will be sure to post any updates there as well.

**To reschedule a class:** Registration fees may be transferred to another workshop depending on availability of seating and if the request is received within 72 hours.

**Cancellation policy:** After registering and paying for a class, students have 5 business days to cancel and receive a full refund. In addition, a full refund is given if you intend on withdrawing completely with no transfer to another class as long as the withdrawal is made within 5 business days prior to the workshop. If a student fails to attend and does not contact our office prior to the above stated deadlines, the student will forfeit any money paid.

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*Computers, Etc Training Division*

*15000 Citrus Country Drive, Suite #302*

*Dade City, FL 33523*

*(352) 424-1079*

*[www.computer-etc.com](http://www.computer-etc.com)*

*Training Division Manager*

*Microsoft Office 2010 & 2013*

*Facebook, Skype, iPad & Email*

*Desktop Publishing*

*Digital Camera/Photo Editing*

*Windows 7, Windows 8*

*Files, Folders, Flashdrives & MORE!*