



Portable Practical Educational Preparation, Inc.

Multi Service Center

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John David Arnold, Ph.D.

"Si Se Puede"

Gertha Brown-Hurd

Chief Executive Officer & Founder

President

NCCER REIMBURSEMENT POLICY

Reimbursement Policy:

Cancellation - Any applicant wanting to cancel their participation in classes must do so within 3 days of signing the enrollment agreement for a full refund. (This excludes weekends -Saturday and Sunday and all state and federal holidays). If completed within the 3 days after enrollment, 100% refund will be paid, as long as it is still prior to attending any classes.

100% refund will be provided within 30 days of receiving the notice of cancellation.

Other Cancellation – Any applicant requesting cancellation after the initial 3 days of signing the agreement and making an initial payment, but prior to entering classes, will be entitled to a refund of all monies paid minus an administrative fee of 100.00 **OR** have the option to take the class at a later time within the following 6 months.

Refund after the commencement of classes - NONE