



CALIFORNIA FIRE MECHANICS ACADEMY, INC.

6770 Stanford Ranch Rd, #1129

Roseville, CA 95678

Phone: 916.333.5044

E-Mail: cfm.academy@gmail.com

California Fire Mechanics Academy Inc.

Enrollment Cancellation Policy

- (1) A registered student may cancel his/her enrollment from an upcoming academy by giving written notice to the California Fire Mechanics Academy (CFMA). Unless the CFMA has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs twenty-one (21) days or more prior to the start of the academy, the CFMA published course fee minus processing fees, will be refunded.
 - (b) If cancellation occurs less than twenty-one (21) days, but more than fourteen (14) days prior to the start of the academy, the CFMA will refund 50% of the published course fee, minus processing fees.
 - (c) If cancellation occurs less than fourteen (14) days prior to the start of the academy, the student/agency shall be charged 100% of the CFMA published course fee.
 - (d) If a student withdraws after the start of the academy, the student shall be obligated for 100% of the CFMA published course fee and shall not be entitled to any refund.
 - (e) Student registrant substitutions may be made at any time for the same course as originally selected, pending approval of CFMA staff.
- (2) Published Course Schedule (for the purpose of calculating charges) means the period between the commencement of the academy and the date of the students requested cancellation.
 - (a) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund will be delivered instead to such party(s) in interest, but only with respect to the covered portions thereof.
 - (b) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to cancel attendance, the academy may arrange a prorated tuition settlement that is reasonable and fair to both parties. These circumstances are defined as:



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- i. Medical withdrawal based on physical illness of the student (including hospitalization) documented by a physician's statement or other medical support on official letterhead and including date of onset.
 - ii. Physical or mental illness of the student's immediate family member (including hospitalization) who is dependent upon the student for support, documented by a physician's statement or other medical support on official letterhead, including date of onset.
 - iii. Death of a student's immediate family member. "Immediate family" is defined as parents, spouse, children, brother, or sister, (either blood or by marriage) with a certified copy of death certificate.
 - iv. Mandatory and unforeseen job transfers documented by employer on official letterhead.
 - v. Involuntary changes in employment schedule documented by employer on official letterhead.
- (3) The CFMA reserves the right to cancel, change or modify a class at any time including but not limited to lack of enrollment, insufficient classroom facilities, equipment, or instructor availability.
- (a) Notification of class cancellations will be provided within 21 days of the start of the academy or as soon as possible for extenuating circumstances. If such a cancellation occurs, registrants will be offered the option of changing class(s) or refunded the published course fees.
 - (b) The CFMA is not liable for any direct, indirect, consequential, or special damages that may be incurred due to the cancellation of a scheduled class. This includes but is not limited to any cancellation penalties for transportation or accommodation fees. The student's sole remedy shall be the refund of the pre-paid CFMA published course fees.
 - (c) The CFMA is not liable for any direct, indirect, consequential, or special damages that may be incurred due to a student's own error in not observing the correct CFMA published class location, address, and dates resulting in the student missing the class.



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General Disclaimer

The California Fire Mechanics Academy (CFMA) shall not be liable for damages of any kind resulting from errors or omissions in the training material nor shall the CFMA be liable for any damages resulting from the use of any training materials or other information conveyed in an approved CFMA course.

All payments or purchase orders must be paid in full at the time of registration.

Agency purchase orders can be invoiced after the completion of the academy, providing that special arrangements have been made with the CFMA prior to the registration of students. Agencies requesting the use of purchase orders must contact the CFMA office for specific parameters and information prior to registering their students.

Any purchase order that is not paid in full within 45 days of the end of the academy shall be charged an interest rate of 20% of the total unpaid amount per day late.

A refund response in the form of a bank check will be sent to the mailing address on the form.



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California Fire Mechanics Academy Inc. Enrollment Cancellation Refund Form

STUDENT / AGENCY INFORMATION (All information is required):

Name / Agency: _____

Email Address: _____

Mailing Address: _____

City: _____

Phone: _____

State: _____

Zip code: _____

Cell Phone: _____

Identify the term and year for which you are requesting a refund.

Term/Year: Spring Academy _____ Fall Academy _____

Refund Request: Please include a letter or e-mail and supporting documentation detailing your situation with dates and events.

Signature: _____ Date: _____