

Cancellation Policy

REGISTRATION & CANCELLATION POLICY

Policy applies towards all registrations processed. Full tuition must accompany registration to ensure participant's space in a course. Participant's registration may be cancelled if tuition is not received prior to course date. Tuition is completely refundable if a course is cancelled by the PACE Center, Continuing Dental Education **or** if the registrant cancels more than 21 working days prior to a course. Registrants who cancel 10-20 working days prior to a course may apply the entire fee towards another course or receive a 50% refund. A \$75 administrative fee will be charged for registrants who cancel 10 working days prior to the course or who notify us the day of the course that they are unable to attend. **No refunds will be given for cancellations made less than 5 working days prior to a course, but tuition (less \$75 administrative fee) may be applied toward a future course. "No Shows"** for a course will forfeit the full tuition. Specific courses have a set deadline required to register and cancel for each course. Registrations and cancellations will not be accepted after the set deadlines for these courses. Please see the individual courses for the deadlines.

Cancellation notice must be submitted by mail, email or fax (713-486-4037) for appropriate refund and/or credit (if applicable). The PACE Center, Continuing Dental Education cannot be held responsible for a non-refundable airline ticket in the event of course cancellation.