

ABC GGC Course Tuition Refund Policy



Important Information for ABC GGC Electrician Trainees:

1. If this is your initial enrollment or if your last class ended more than 90 days prior to the refund effective date you must submit a new class sign-up and payment along with this refund request in order to avoid cancellation from the ABC GGC Electrician Trainee Program.
2. The Electrician Trainee Program Enrollment fee is non-refundable.

Criteria for Refund Approval:

1. No refunds will be issued until all ABC GGC supplied course materials have been returned, unopened and unused.
2. The Effective Date of the refund request is the date the signed completed Refund request and all ABC GGC course materials are returned to the ABC GGC Sacramento Region Office and Training Center.

How To Request a Refund:

1. Review Refund Policy Chart below for qualifications.
2. Complete Refund Request form and sign.
3. Submit Refund Request form, Student Guide and other materials you received from ABC GGC by mail or hand delivery to the ABC GGC Sacramento Region Office and Training Center.

Refund Chart:

	Class Type →	All Courses		
	Effective Date of Completed Request ↓	Classroom and Live Webcast (GET WIRED!) (Student Guide and other ABC GGC provided materials must be returned unopened and unused)	On-Line / Home Study Courses (Excludes Live Webcast)	2 Day Exam Preparation Course
A	Greater than 15 Calendar Days Prior to Class Start Date	Full	None	Full
B	15 Calendar Days Prior To the Day Before the Class Start Date	\$50 Fee	None	\$50 Fee
C	Day of Class or Prior to the Last Day of Class	\$50 fee plus a fee that is equal to the percent of the course remaining	None	\$125 Fee
D	No Show to All Class Dates	N/A	N/A	\$125 Fee

Refund Amount Examples:

- C. You paid \$299.00 for the GW 103 class tuition. (The class has fifteen (15) class session dates). ABC GGC receives your completed Refund Request form and the unused GW 103 Student Guide and any other materials on the eleventh day of class. A fee of \$ 269.27 (\$50 plus \$219.27) will be deducted from the tuition amount paid. Your refund will be in the amount of \$29.73.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class session dates). ABC GGC receives your completed Refund Request form, the unopened and unused GW 301 Student Guide, blueprints and any other materials on the first day of class. A fee of \$ 87.14 (\$50 plus \$37.14) will be deducted from the tuition amount paid. Your refund will be in the amount of \$432.86.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class dates). ABC GGC receives your completed Refund Request form, the GW 301 Student Guide and the set of blue prints that have been opened and used on the second day of class. You do not qualify for a refund.

ABC GGC Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer.
2. Credit card payments will be credited back to the account holder, if the original credit card payment was made within 90 days of request. All other payments will be refunded by check.
3. All refund requests are approved or denied and processed by ABC GGC within 30 calendar days from the effective date of completed Refund request form and all materials.

ABC GGC Course Tuition Refund Form



Instructions: Complete this form and submit it, along with your Student Guide and / or other materials you received from ABC GGC by mail or hand delivery to:

ABC Golden Gate Chapter
4577 Las Positas Road, Unit C; Livermore, CA 94551

Phone: (925) 474-1300

*I am a(n) Electrician Trainee Certified Journeyman General Student

Please Print Your Information Clearly:

Student Name (First, Middle Initial, and Last)			Student ID #	Last four digits of SSN	
Mailing Address		Apartment #	City	State	Zip Code
Home Phone ()	Cell Phone ()		Email Address		
PAYER Name (if different than Student)	PAYER Mailing Address, City, State & Zip code (if different than Student)				

Course Information:

Class Name (i.e. GW 101)	Location	Class ID #	Class Date (From)	Class Date (To)	Class Tuition Paid \$
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Course Materials Returned to ABC GGC (student to complete):

Student Signature	Date
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Below for ABC GGC Use Only

Date Completed Request Submitted	Number of Calendar Days Before or After Class Start Date	ABC GGC Check list Reviewed? <input type="radio"/> Yes <input type="radio"/> No	All Course Materials Returned? <input type="radio"/> Yes <input type="radio"/> No If no, notify student request denied
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Refund	Tuition Paid \$	Less Fee \$	Amount To Be Refunded \$
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Original Payment Type: Cash Money Order Check E-Commerce Virtual Terminal

E-Commerce Payment Info

Date of Orig. Payment _____
ECS Ref # _____
Total Amount Paid for Transaction \$ _____
Request Approved? Yes No
If no, why _____

Authorized Signature and Date

Effective Date – June 1, 2011

Accounting

Refund Processed
 Check E-Commerce Virtual Terminal
Authorization / Check # _____
Date _____

Signature _____

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