



**Canadian Institute of Auricular Medicine**

[www.canadianauricular.ca](http://www.canadianauricular.ca)

### CANCELLATION AND REFUND POLICY

#### CIAM Course Cancellation:

If CIAM cancels or changes the date of the course, all fees will be returned, or, the student may choose to reschedule and transfer the tuition paid to another course with no administration fee.

#### Student Cancellation:

Tuition is refundable or may be applied toward another seminar up to 35 days prior to the course start date minus a \$100 registration administration fee. Any student who cancels less than 35 days prior to the seminar start date will be considered a “no show” and no refund will be issued.

#### Transfer:

Any one who is unable to attend a course for which they are registered will be given the option to transfer the tuition paid to another course, minus the administration fee of \$100. Transfers may be made up to 35 days prior to the start date of the course.

#### “No Show”:

Any student who does not transfer or cancel a seminar and does not, for any reason, attend a seminar for which they are registered is responsible for will not receive a refund of tuition.

#### Illness:

If a student is unable to attend a seminar due to illness, he/she is required to forward a note from his/her physician within one week following the course start date. That student will be transferred to the next available course with no administration fee.

**Cancellation and transfer requests must be made in writing to [info@canadianauricular.ca](mailto:info@canadianauricular.ca)**