



Continuing Education Class Policies

A. Class Payments

- 1. Classes held in person require payment prior to the beginning of class. Payment options include:**
 - **Credit/Debit Card**
 - **Venmo**
 - **Cashapp**
 - **Cash (not available for registration via primemassagece.com)**
 - **Money Order (not available for registration via primemassagece.com)**

- 2. On-line classes require payment when registering for the class on-line. Payment options include:**
 - **Credit/Debit Card**
 - **Venmo**
 - **Cashapp**

B. Cancellation/Refund Policy for in-person classes.

- 1. If the course is cancelled by PRIME, registrants may receive a full refund, or, she/he may transfer to another scheduled course on a space-available basis.**

- 2. If a registrant cancels her/his registration with 3 or more days remaining before the start of the course, the registrant will receive a refund of 97% (full refund less 3rd party processing fees).**

- 3. If a registrant cancels her/his registration with 2 or fewer days remaining before the start of the course, the registrant will receive a refund of 90%.**

C. Cancellation/Refund Policy for on-line classes.

- 1. Once the on-line class has been initiated, no refund will be given. Should the registrant choose to cancel before initiating the on-line class, a refund of 97% (full refund less 3rd party processing fees) will be given.**

D. Inclement Weather Policy

- 1. In the event of inclement weather, if the PRIME instructor can travel safely to the class location to teach the class, the class will be held. If the student feels he/she cannot travel to the class safely, a full refund (less 3rd party processing fees) will be given. The student is responsible for calling or texting PRIME at 806-239-9430 on the evening before or the morning of class to find out if the class will be held and/or to let PRIME know that he/she will not be attending the class.**
- 2. In some instances, inclement weather may interrupt a class that is in progress. Should this occur, the student will have the option of:**
 - a. receiving credit for the hours attended with a prorated refund of the hours that were forfeited due to weather. For example, if inclement weather interrupted a 6 hour class during the 4th hour, a certificate indicating 4 hours were completed would be issued and a refund for the 2 hours of the course fee (less 3rd party processing fee) OR**
 - b. receiving a refund of 97% (full refund less 3rd party processing fee) with no certificate of completed hours being issued to the registrant.**