



## **Professional Training Center (CFP) Refund Policy**

Cancellation of a course must be made a minimum of **(30)** business days prior to the course to be eligible for a full refund. Cancellations made less than **(15)** days before the course are not eligible for a refund. Written notice of cancellation shall be effective on the date the withdrawal is received by **USJ/CFP**. Refunds will be made within **(30)** working days following receipt of cancellation or withdrawal requests.

### ***Registration Modifications***

Modifications to registration, including substitutions of participants or transfer of course dates, must be completed at least seven days before the program date. Participants may contact **USJ/CFP** to modify their registration at **cfp@usj.edu.lb**. Course changes will be allowed as long as there are spots available.