



WECA Course Tuition Refund Or Transfer Policy

1. The Effective Date of the request is the date that the signed and completed form is submitted to the WECA office. If the form is mailed, the postmarked date will be used as the effective date.
2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.
3. **The maximum refund amount allowed of tuition funds previously transferred from another course is 50% of tuition fees paid; refer to the refund & transfer chart below for classes that are eligible for refunds and/or transfers.** (Example: You paid \$319 for GW 101 start date Dec 1st. On Nov 30st, you transfer from the GW 101 Dec 1st course to GW 101 starting Feb 1st and pay \$50. You then apply for a refund of the Feb 1st GW 101 course on Jan 8th, your refund will be \$159.50)
4. **The cost of materials shipped will be deducted from the tuition amount paid:**
 - \$150 for 301,302, and 303
 - \$60 for 401
5. There are no refunds or transfers allowed for Self-Paced Online Courses.
6. If transferring to a course of more value, the difference in tuition is required to be paid in addition to the \$50 processing fee. If transferring to a course of less value, the \$50 processing fee will be deducted from the tuition amount paid; any remaining amount will be refunded to the payer.
7. If you are a contractor signing for a student, you are responsible to make sure that the student is aware and agrees with any course changes before signing the transfer request form. If you are a student and you did not pay for your course, you are responsible to make sure that the payer is aware and agrees with any course changes before signing the transfer form. You are also responsible for applicable course transfer fees.
8. **No transfers are allowed for students who are funded through Guild.**

How to Request a Refund or Transfer:

1. Review policy chart below for qualifications.
2. Complete request form and sign.
3. Submit the completed request form to WECA within the required time frame as shown in the refund and transfer chart: **WECA Sacramento Region Office and Training Center, 3695 Bleckely Street, Rancho Cordova, CA 95655**
OR Email: etregistrar@goweca.com

Refund Or Initial Transfer Chart:				
	Class Type Effective date of refund request	Get Wired! 100-400 Series (6-7 weeks)	2 Day Exam Prep, Basic Motor Controls Part 1, and Part 2 (2 Class Days)	Self-Paced Online Courses
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer
B.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer
C.	1 st Day of Class – Prior to 2 nd Day of Class	50% Refund or \$50 to transfer	50% Refund or \$50 to transfer	No Refund or Transfer
D.	Within two weeks of class start date	50% Refund or \$50 to transfer	N/A	No Refund or Transfer
E.	Two weeks or more after class start date	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer
F.	No show to all class dates	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer

WECA Procedures for Refund Request:

- Any eligible refund amount will be issued to the original payer. 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. **If the payment cannot be refunded to the original payer (which may include expired credit cards and pre-paid/company pay cards), the payment will be refunded by check.**
- All refund requests are processed by WECA within 30 calendar days from the effective date of the completed refund request. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference without processing fees.

