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						
А.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer						
В.	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.



WECA Course Tuition Refund Or Transfer Request Form

Student Name (First, Middle Initial, and Las	Student ID #			Last four digits of SSN		
Mailing Address	City	v Sta			ate	Zip Code
	,					p
Home Phone		Email Address				
()						
PAYER Name (if different than student)	ss, City, State	& Zip	code (if differ	ent	than stu	dent)

Course Information for Refund (complete this section even if you are transferring):

Course Name (i.e., GW 101)	Course ID #	Course Date (From)	Course Date (To)	Standard Course Tuition Paid
				\$

Please complete the transfer course information below if you are transferring your refund amount to another course. Difference in tuition and/or processing fees must be paid to complete the transfer (see refund chart on reverse side for processing fees).

Transfer Course Information:

Course Name (i.e., GW 101)	Course ID #	Course Date (From)	Course Date (To)	Course Tuition Fee
				\$

Payment Method (This section is only required to be completed if you are transferring to another course, and there is a processing fee due and/or if there is a difference in tuition. See refund chart on reverse side for details).

Check One:	Check	Money Order	Visa	MC	Cash (Walk-In O	nly)
					/20	
	Credit Ca	rd Number			Expiration Date	3-Digit Security Code
						\$
Cł	narge Authori	zation Signature			Date	Amount Authorized
Print name exactly as it appears on credit card					Cardholder's Full Bil	ing Address & Phone Number
*Student Signature					Date	2
*Payer's Signature (Required only for transfer of funds)					Date	2

* By signing this form, you are acknowledging that you have reviewed the course requirements and refund policy for the transfer course listed on this form. 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 this request form. If you are a student and you did not pay for your course, you are responsible for making sure that the payer is aware of and agrees with any course changes before signing this form. You are also responsible for applicable course transfer fees.

FOR WECA USE ONLY										
Date Completed Request Submitted							Number of Calendar Days Before or After Course Start Date:			
Payment Type:	Cash MO	Ch	neck	CC	Invoic	e	Payment Date			
Tuition Paid \$	Less Fee \$			unt To E nded \$	Ве		Amount To Be Transferred \$	Amount Due \$		
Request Approved? Yes No - If no, why:							•			
Authorized Signature and Date										