

CANCELLATION POLICY/TRANSFER POLICY

Before a program begins, ATA incurs substantial administrative cost related to your registration. Therefore the following fees apply:

Number of Days before program	Substitutions Allowed	Transfer Fee	Cancellation Fee
More than 30 days	Yes (no fee)	None	None
15-30 days	Yes (no fee)	25% of registration fee	50% of registration fee
Less than 14 days	No	50% of registration fee	100% of registration fee

Transfers: Transfer requests must indicate the new date and/or new program the participant wishes to attend. 100% of the full registration fee is non-refundable if:

- The participant does not attend another program within one year of the original program start date.
- The participant transfers more than two (2) times.

Refunds: Refunds will be submitted to the original payment method unless otherwise requested by the registrant.