



# SoCAL SCHOOL OF MINISTRY

*Where the Call is Just the Beginning*

## School of Ministry Refund Policy

Should you be unable to attend a registered class, a refund or credit for a future class can be given according to the following policy:

1. Refunds and credit for a future class must be requested in writing *within one week* following the missed class.
2. Credit for a future class can be used as soon as the following month and must be used within twelve months. The credit can be applied for classes at any School of Ministry campus.
3. There will be a \$15.00 processing fee for all refunds.
4. No fee will be assessed if the credit is used for a future class.
5. A refund will not be issued for the \$50.00 enrollment fee or any late charges.
6. Refunds will be issued within 30 days of the receipt of your written request.
7. SoCal School of Ministry tuition & fees are non-transferable.