

Billing Policy For Students Paying With Cash Or By Credit Card

Student will be enrolled after registration form is received and Hanford Training verifies eligibility.

Student must provide payment five working days in advance in order to remain registered. If payment is not received five days prior to class start time the student will be dropped from the class.

Contact the training POC to cancel a registration (Libby Butler, 376-7117/email: libby_j_butler@rl.gov) at least five working days before the class begins. There will be no tuition refunds for cancellations less than five full working days. Five working days does not include the day of notification. NOTE: If you cannot cancel within the five-day limit, you may send a substitute. Ensure that the substitute crosses out the name of the registered student on the roster; otherwise, both students will be billed.

No personal checks can be accepted—only company checks.