



Acupuncture &
Integrative Medicine
College, Berkeley

CONTINUING EDUCATION COURSE CANCELLATION AND REFUND POLICY

Unless explicitly stated in the description of the course, the AIMC Berkeley CE Course Cancellation and Refund Policy is as follows:

- Cancellations and requests for refunds must be received by the AIMC Berkeley Accounting Department no fewer than 7 days prior to the first class.
- No refunds will be given for cancellations made fewer than 7 days prior to the first day in the course.
- Please submit requests for refunds via email to accounting@aimc.edu; in writing to 2550 Shattuck Avenue, Berkeley, CA 94704; or via fax to 510 666-0111, Attn: Accounting Department.
- All requests for refunds must be approved by the Accounting Department.
- Approved refunds will receive a full refund less a \$50.00 administration fee, and will be processed within 30 days of approval.
- AIMC Berkeley is unable to transfer course fees paid for one seminar or course to any other seminar or course.
- AIMC Berkeley reserves the right to cancel seminars with insufficient enrollment. A full refund will be granted in this case and refunds will be processed within 30 days of cancellation.