



ECC Payment and Cancellation Policy

Payment

- All tuition payments are due at the time of registration. For your convenience, we accept Visa, MasterCard, American Express and Discover through the online registration forms.
- If registration is made through the American Heart Association website, payment must be made within two (2) weeks (14 calendar days) prior to a class, or the registration will automatically be canceled.
- An official receipt from Osteopathic Founders Foundation will be provided to each registrant.
- The purchase of ECC books and shipping is non-refundable.

Cancellation

- The Osteopathic Founders Foundation reserves the right to cancel courses with low enrollment. If we have not received the minimum number of paid registrants two (2) weeks (14 calendar days) prior to a class, the class may be canceled. Every effort will be made in rescheduling you to another class. If rescheduling is not an option, then you will receive a full refund on tuition.
- Should you find it necessary to withdraw from your scheduled class, a written notice will need to be provided. The following guidelines are provided for cancellation...
 - Cancellation within five (5) calendar days of the class – You may reschedule to another class or receive a full refund on tuition.
 - Cancellation less than five (5) calendar days but more than 48 hours of the class start time – You may reschedule to another class, no refunds will be given.
 - Cancellation less than 48 hours of the class start time – Rescheduling to another class will not be allowed, no refunds will be given.
 - “No Show” to class – Rescheduling to another class will not be allowed, no refunds will be given.
- You may reschedule a class one (1) time before losing the cost of tuition previously paid. Exceptions will be made for those occasions where a class is canceled due to low enrollment.

Osteopathic Founders Foundation
8810 S Yale Ave, Suite 400
Tulsa, OK 74137-3539
918-551-7300
www.osteopathicfounders.org