

WECA Course Tuition Refund Policy



Important Information for WECA Electrician Trainees:

1. If this is your initial enrollment or if your last class ended more than 90 days prior to the refund effective date you must submit a new class sign-up and payment along with this refund request in order to avoid cancellation from the WECA Electrician Trainee Program.
2. The Electrician Trainee Program Enrollment fee is non-refundable.

Criteria for Refund Approval:

1. No refunds will be issued until all WECA supplied course materials have been returned, unopened and unused.
2. The Effective Date of the refund request is the date the signed completed Refund request and all WECA course materials are returned to the WECA Sacramento Region Office and Training Center.

How To Request a Refund:

1. Review Refund Policy Chart below for qualifications.
2. Complete Refund Request form and sign.
3. Submit Refund Request form, Student Guide and other materials you received from WECA by mail or hand delivery to the WECA Sacramento Region Office and Training Center.

Refund Chart:

	Class Type → Effective Date of Completed Request ↓	Classroom and Live Webcast (GET WIRED!) (Student Guide and other WECA provided materials must be returned unopened and unused)	On-Line / Home Study Courses (Excludes Live Webcast)	2 Day Exam Preparation Course
A	Greater than 15 Calendar Days Prior to Class Start Date	Full	No Refund	Full
B	1 - 15 Calendar Days Prior To the Class Start Date	\$50 Fee	No Refund	\$50 Fee
C	1 st Day of Class - Last Day of Class	Fee equal to class days held prior to completed request received plus \$50 fee	No Refund	\$125 Fee
D	No Show to All Class Dates	No Refund	No Refund	\$125 Fee

Refund Amount Examples:

- A. You paid \$299.00 for the GW 103 class tuition. (The class has fifteen (15) class session dates). WECA receives your completed Refund Request form and the unused GW 103 Student Guide and any other materials on the eleventh day of class. A fee of \$ 269.27 (\$50 plus \$219.27) will be deducted from the tuition amount paid. Your refund will be in the amount of \$29.73.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class session dates). WECA receives your completed Refund Request form, the unopened and unused GW 301 Student Guide, blueprints and any other materials on the first day of class. A fee of \$ 87.14 (\$50 plus \$37.14) will be deducted from the tuition amount paid. Your refund will be in the amount of \$432.86.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class dates). WECA receives your completed Refund Request form, the GW 301 Student Guide and the set of blue prints that have been opened and used on the second day of class. You do not qualify for a refund.

WECA Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer.
2. Credit card payments will be credited back to the account holder, if the original credit card payment was made within 90 days of request. All other payments will be refunded by check.
3. All refund requests are approved or denied and processed by WECA within 30 calendar days from the effective date of completed Refund request form and all materials.

WECA Course Tuition Refund Form



Instructions: Complete this form and submit it, along with your Student Guide and / or other materials you received from WECA by mail or hand delivery to:

WECA Sacramento Region Office and Training Center
 3695 Bleckely Street, Mather, CA 95655

Toll Free: (877) 444-9322

*I am a(n) Electrician Trainee Certified Journeyman General Student

Please Print Your Information Clearly:

Student Name (First, Middle Initial, and Last)		Student ID #	Last four digits of SSN	
Mailing Address		Apartment #	City	State
Home Phone ()		Cell Phone ()		Email Address
PAYER Name (if different than Student)		PAYER Mailing Address, City, State & Zip code (if different than Student)		

Course Information:

Class Name (i.e. GW 101)	Location	Class ID #	Class Date (From)	Class Date (To)	Class Tuition Paid \$
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Course Materials Returned to WECA (student to complete):

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Student Signature	Date
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Below for WECA Use Only

Date Completed Request Submitted	Number of Calendar Days Before or After Class Start Date	WECA Check list Reviewed? <input type="radio"/> Yes <input type="radio"/> No	All Course Materials Returned? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (Not Sent) If no, notify student request denied
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Refund	Tuition Paid \$	Less Fee \$	Amount To Be Refunded \$
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Original Payment Type: Cash Money Order Check E-Commerce Virtual Terminal

Date of Orig. Payment _____

Total Amount Paid \$ _____

Request Approved? Yes No

If no, why _____

Authorized Signature and Date _____

Accounting
Refund Processed
<input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Authorization / Check # _____
Date _____
Signature _____