

TAP Class Cancellation Form



Cancellation/Refund Policy

1. Notice of cancellation must be submitted in writing by mailing or faxing this form to the TAP office.
2. Cancellations received will be subject to a charge depending on what type of course:
Core Education: \$50.00; Continuing Education: Half tuition; ASI/CASI: NO REFUNDS OR TRANSFERS
3. No refunds will be given one (1) week before the start date of the class.
4. Registrations are transferable with a \$25 fee depending on availability.
5. All cancellation requests for which the original purchase was paid by credit card will be refunded to the same credit card originally used.

***Please mail or fax this form to the TAP office for processing.**

Name: _____

Telephone: _____

Email Address: _____

Name of Workshop: _____

Date of Workshop: _____

Reason for cancellation:

If transferring to another course:

Name of New Workshop: _____

Date of New Workshop: _____

If course is unavailable, we will contact you to discuss options. If course is available, you will receive a new confirmation e-mail.

PAYMENT TYPE:

___ Check enclosed, made payable to TAP, for the amount of:

___ Or please charge my: ___ MasterCard ___ Visa ___ Discover

Card # _____

Expiration Date _____ Three-digit security code on back _____

Cardholder Name (please print) _____

Signature _____

LMEP
Attn: TAP Program
4600 Valley Road
Lincoln, NE 68510

Phone: 402-483-4581 ext. 238 or 282
Fax: 402-483-2882