

APS Professional Skills Training Course Cancellation and Refund Policy

Online-only Courses:

- All cancellations must be in writing and sent to education@the-aps.org. Cancellations over the telephone will not be accepted. Course registration may be cancelled with a full refund until course registration is closed. After course registration is closed, no refunds will be issued.
- The registrant is responsible for ensuring that they have the internet access, software, and hardware requirements necessary to access [Schoology](#). APS will not issue a refund for the course if the registrant does not have the technology to access the course.

Blended Courses (Online and In-person):

- All cancellations must be in writing and sent to education@the-aps.org. Cancellations over the telephone will not be accepted. Course registration may be cancelled with a full refund until 6-weeks prior to the course start date. After that time, no refunds will be issued for housing or registration.
- The registrant is responsible for ensuring that they have the internet access, software, and hardware requirements necessary to access [Schoology](#). APS will not issue a refund for the course if the registrant does not have the technology to access the course.

APS Professional Skills Training Course Registration Policy

Online-only and Blended (Online and In-person) Courses

- You must be an active APS member in good standing at the time of registration in order to qualify for the member rate.
- You are responsible for reviewing the course syllabus and requirements to assure that you understand the course requirements and are available to complete the course work described in the syllabus.
- You are responsible for having the internet access, software, and hardware necessary to access [Schoology](#).
- If you have any special needs or requests you must notify education@the-aps.org in writing prior to the course registration deadline. APS will attempt to honor these needs/requests but will approve requests on a case by case basis.