



DTM ENTERPRISES FINANCIAL POLICIES for CLASS ATTENDEES

Payment Policy

1. ***DTM Enterprises will not lock in a student for a class until full payment is received.***
2. Applicants **WILL NOT BE PERMITTED TO TAKE A CLASS** unless full payment has been received and processed by DTM Enterprises.
3. Each applicant is responsible for making the timely payment for their class or rescheduling fees. If your company is making the payment for you, please inform them of this policy.
4. **No exceptions will be made under any circumstances.**

Refund Policy

1. All requests for refunds must be submitted to DTM Enterprises in writing by mail, or e-mail.
2. **ALL REFUND REQUESTS MUST BE MADE WITHIN 3 MONTHS FROM THE DATE OF THE PAYMENT.**

FOR REFUND REQUESTS made two weeks prior to the first day of class:

- DTM Enterprises will refund the initial course fee less \$100.00 for processing.

FOR REFUND REQUESTS made with in two-weeks of the first class day:

- DTM Enterprises will refund **50%** of the initial certification fee. Rescheduling fees are nonrefundable.

FOR REFUND REQUESTS made after the date of your examination:

- ***NO REFUNDS WILL BE ISSUED IF YOU TOOK THE COURSE***
- ***NO REFUNDS WILL BE ISSUED IN CASE OF A NO SHOW***