

**Refund Policy**

**Fall 2024 Luthier Certification Program, start date August 19<sup>th</sup>, 2024.**

Students who wish to withdraw from the NCC Luthier Certification Program must formally request withdrawal in writing. Refund percentage is of the total program cost. Refund tiers are as follows:

- 100% Refund - More than 45 business days prior to the first day of class, less \$250 administration fee
- 50% Refund – Withdraw 45-30 business days prior to the first day of class
- 0% Refund – Withdraw less than 30 business days prior to the first day of class

Once you are accepted into the program, you must sign and return this document to be enrolled into the Luthier Certification Program. You are not enrolled until the document is signed and received by Northampton Community College. Confirmation email will be sent upon enrollment.

Send written requests for withdrawal to [luthier@northampton.edu](mailto:luthier@northampton.edu). For assistance, call 1.877.543.0998.

**Fall 2024 Refund tiers and dates:**

**100% refund, less \$250 administration fee – Before June 17, 2024**

**50% refund – June 17, 2024 – July 8, 2024**

**0% refund - After July 8, 2024**

**Please sign, print and date indicating you have read and agree to the Luthier Certification Program Refund Policy.**

**Return completed form to [luthier@northampton.edu](mailto:luthier@northampton.edu), prior to making your first payment.**

**Yes, I accept the terms and conditions**

**Signature:**

**Date:**

Print: