# The American Institute of Healthcare Compliance, Inc.
# Refund Policy

***Refunds – Distance Learning Registrations***
Refunds will be given minus $35 administration fee and cost of text books (texts cannot be returned) and only if you withdraw before the first assignment is sent by your instructor. No refunds are available after completing your first lesson.

Companies paying for a course may transfer the registration to another employee under specific circumstances, such as termination of employment or transfer to another department. Employers should call the AIHC office at 330-241-5635 to discuss transfer options and any additional cost related to the transfer.

Please talk to your instructor prior to withdrawing from any program. We can provide learning options, course adjustments, convert to an online program or training camp option or other alternative on a case-by-case basis.

***Refunds – Online Course Registrations***
Refunds will be given minus $35 administration fee and cost of text books (texts cannot be returned) and only if you withdraw prior to logging onto the course web page. AIHC can track each student's access to online course information. Once you have logged onto the course page, no refund is available.

Companies paying for a course may transfer the registration to another employee under specific circumstances, such as termination of employment or transfer to another department. Employers should call the AIHC office at 330-241-5635 to discuss transfer options and any additional cost related to the transfer.

***Refunds – Training (Boot) Camp Registrations***
Refunds can be given minus $35 administration and cost of text books (texts cannot be returned) only if you withdraw from training camp prior to receiving your Welcome Letter and pre-camp training materials. Withdrawing after receipt of pre-camp training materials is possible; however, only a 50% refund is available. No refunds are made when withdrawing from camp within 3 weeks to the first day of camp.

Companies paying for training camp registrations can be transferred to another employee prior to the first day of camp. Additional fees may apply. Employers should call the AIHC office at 330-241-5635 to discuss transfer options and any additional cost related to the transfer.

***Refunds - Certification Exam Only Fees***
At time AIHC will approve experienced compliance professionals to take the certification exam only and waive training and education. Exam-only fees are non-refundable. The certification exam must be taken within twelve (12) months from the date of registration. Extensions may be granted for the exam with the payment of an additional annual membership fee.