

# University of Michigan Temporal Bone Course

## Cancellation, Refund and Substitution Policy

### Introduction

Course fees are collected in full at the time of registration. Information regarding refunds and substitutions are outlined below.

### Course Cancellation

- \* Course cancellations are accepted in writing via email.
- \* Refunds, minus a \$200 processing fee, will be processed only when cancellation notice is received at least 90 calendar days prior to the first day of the course.
- \* Refunds will not be processed for cancellations received fewer than 90 calendar days from the first day of the course.

### Substitution Policy

- \* Substitutions are accepted in writing.
  - Substitution requests should include the name of the current registrant and the name and email address of the substitute.
  - Must be received no fewer than 14 days prior to the course start date.

### Health and Safety Cancellation Policy

In-person trainings will be conducted in accordance with the state's latest health and safety guidelines. If the training is unable to be held in person, it will be postponed or cancelled. Participants can choose to transfer the registration or cancel the registration for a full refund.

### Contact Us

To request a cancellation or substitution, please contact the Temporal Bone Course coordinator in writing at [umtblabinfo@umich.edu](mailto:umtblabinfo@umich.edu).