



### **Financial Policies for TCTSY Certification Program**

**Applies to North American, European, and Australasian Cohorts as well as Latinx participants outside of Latin America**

The cost of the Certification program is \$3,600 USD. An initial payment of \$600 is due within 14 days of acceptance. Candidate will enroll in an auto-pay system. Subsequent payments of \$600 will be deducted monthly beginning 30 days after the initial payment until the balance is paid.

#### **Refund Policy**

- A full refund of all payments will be made if the candidate withdraws on or prior to June 15th.
- Partial refund after June 15th. We must be able to fill your spot in order to issue a refund. If we fill your spot, CFTE will retain a \$250 administrative fee and refund the balance paid. If unable to fill your spot by August 31st, CFTE will retain \$750 and refund any remaining balance.
- No refunds will be issued after August 31st, however, candidate may defer certification to the immediately following year (please see the section below for additional fees and requirements).

#### **Withdrawals During the Certification Program**

- Discuss options for deferral with Mentor. If you decide that this is in your best interest, email the program coordinator.
- Once confirmed, you will be given the opportunity to complete the program the following year.
- If you are returning for the entire program, a \$1,100 fee will be incurred.
- If you complete the September through December modules, including all the program requirements, and are deferring for the January through March semester, a \$550 fee will be incurred.
- There will be no further extension of time without re-enrolling with full payment.
- All fees must be paid by August 15th of the new certification year in order to secure your place in the program.

#### **Request to Extend Completion beyond March 31st**

- If you require additional time to complete the program, a fee of \$250 will be incurred. This fee covers 2.5 hours of direct mentorship. Additional mentorship hours will be assessed at \$100 per hour. Mentorship may be provided by the candidate's program mentor, or by the certification program coordinator or director.
- Candidates must complete the program in full by June 15th, or else must re-enroll in order to receive certification.
- Students needing additional completion time due to disability will be considered on an individual basis.

