

Susan L. Vlasuk, DC, DACBR, PhD

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Diplomate, American Chiropractic Board of Radiology

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email: slvlasuk@gmail.com Seminars, tips, and info at www.drvxray.com

Seminar Refund Policy

We plan the class and prepare your course materials in advance, so please give as much notice as possible if you need to make a change to your registration.

If you need to contact us about a Saturday class, please note that our office is closed after 1pm on Fridays.

We understand that there are circumstances, such as staffing changes, bad weather, or personal emergencies, in which you may not be able to attend a class as you had planned. For these cases, please refer to the following policy:

If you contact us before the first day of class:

Request a refund:

- You may request a refund, less the non-refundable registration fee.
- Refunds will be made with the same payment method as your original payment, except that all online payments (whether funded with a PayPal balance or a Visa/Mastercard) will be refunded as a credit to your Visa/Mastercard.

Transfer to a future class:

- You may request to transfer your full payment to a future class. There is no fee or penalty for this.
- You may transfer a payment a maximum of two times (6-hr and 12-hr classes, max. 1 year; 48-hr IntroRad max. 8 months).
- When you request a transfer to a future class, we will make the change and send you an e-mail confirmation. We will then assume that you (or the specified student) will attend, unless you contact us to say differently.
- You may send a different person to the future class, but you must contact us with the name change before the class begins.
- You may transfer a payment between the different class types (i.e. 6-hour class fee as credit toward IntroRad, or IntroRad fee applied to several 12-hr class fees).
- No refund will be made later if the transfer option is initially chosen.

If you contact us after the class has begun:

- No refund will be made for no-shows.
- [IntroRad only] If a student begins the class but will not complete all 48 hours, you may receive a partial credit to send a different student to a future class. This credit will be based on the number of hours already completed.