

## REGISTRATION and REFUND POLICY

### [Registration Payment Policy](#)

Payment is expected upon registration. Payment may be made by credit/card, debit card, check, money order, or signed purchase order. You can register online at [www.newenglandinstitute.org](http://www.newenglandinstitute.org) through Pay Pal, by mail at New England Institute, P.O. Box 902, Bucksport, Maine 04416 or by phone: 207-702-9292.

### [Cancellation and Course Transfer Policy](#)

It is The New England Institute's policy to make every attempt not to cancel classes. If the minimum class size is not met, we may offer you an opportunity to take the course as a Guided Independent Study. In the event a class is rescheduled to a date that does not work for you, we will issue you a full refund.

#### ***What if I need to cancel my registration?***

If you need to cancel your registration, you must notify us a full week before the class begins. Mail a letter to The New England Institute, PO Box 902, Bucksport, Maine 04416 or email us at [newenglandinstitute@gmail.com](mailto:newenglandinstitute@gmail.com). We will issue you a refund within 30 days of confirmed receipt of your cancellation.

#### ***How will I receive my refund?***

If you pay by credit card, we will refund your credit card account for the total amount (if we are notified one week prior to the course start date) minus any fees the credit card company may charge us. For all other payment methods, we will mail you your refund within 30 days.

#### ***What if I need to cancel within the week before the course begins?***

When you are not able to give us a week's notice for a cancellation, you will receive a credit toward another course with NEI.

#### ***What if I have to cancel after attending the first session?***

No refunds are given after the first session. Extended time to complete studies as a Guided Independent Study or transferring to a different course is possible and is determined on a case-by-case basis.

### [Refund Policy](#)

There is no refund for a course that has begun. If the New England Institute cancels the course, there is a 100% refund. NEI may offer the course as an independent study or re-schedule the course and if so, you will be given those options as well.