

## Refunds, Cancellations, Transfers and Discounts

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### Refund, Cancellation and Transfer Policy

#### Refunds and Cancellations

- Cancellations must be made at least two weeks prior to the course start date to be eligible for a refund.
- Students who do not show up for class will not be refunded.
- In the unlikely event that UCSD cancels a course, students will receive a full refund.

#### Transfers

- Transfers are only allowed if the request includes all of the following:
  1. A minimum of two weeks prior to the start of a class
  2. The same course as the original enrollment
  3. The same student that was originally enrolled (transfers or substitutions between students are not allowed)

### Discount Policy

#### **\$50 Discount**

*Valid up to 30 days prior to course start date*

A \$50 discount may be applied to the first 10 students who enroll in a course up to 30 days prior to the start date. To take advantage of this offer, students must enroll online and use discount code **OSHAEarly** when submitting payment.

#### **10% Discount**

*Valid any time prior to course start date*

Students eligible for a 10% discount:

- Occupational Safety and Health Certificate Graduates (*completion of multiple tracks only*)
- Active military (call 858-534-3400 to pay and register)
- Federal and State OSHA employees (email [oshatraining@ucsd.edu](mailto:oshatraining@ucsd.edu) for approval)
- Employers enrolling 5 or more employees (“students”) in the same class/section are eligible for the 10% discount. Please email [oshatraining@ucsd.edu](mailto:oshatraining@ucsd.edu) to request assistance with the Financial and Business Services Department.

*Discounts exclude: OSHA 502 and OSHA 503 Trainer Update Courses (which have already been discounted) and one or two day courses. Discounts cannot be combined with any other offer.*