

FIRST COAST APARTMENT ASSOCIATION **EDUCATION PAYMENT POLICY**

FCAA Seminars:

Cancellations

- Cancellations must be made 2 business days before the class to avoid a penalty.

No Shows/Late Cancellations

- No Shows/Late Cancellations will be charged the full amount of the class.

Designation Programs:

(Including but not limited to, NALP, CAM, CAPS, CAMT, and CAS Certifications)

Registration

- Upon registration of a designation course, half the cost of the course is due. This cost covers the book, materials and shipping. The payment must be made 7 business days prior to the first day of class.

Cancellations

- Cancellations must be made 7 business days before the class to avoid a penalty.

Late Cancellations

- If the student cancels the program without attending any of the classes and does not give sufficient notice a material fee will be issued in the amount of the book charge including shipping costs.

No Shows

- If the student has already paid for the entire program no penalty fee will be charged. They will have to reschedule to attend the next available class.
- If the student/property has not yet paid for the deposit for the book then a fee will be issued in the amount of the book charge including shipping costs.

Required Payments

- **Members:** Half of the cost of the designation course is due 7 business days before the course starts. If you are unable to pay half by the first day of class then you can be rescheduled for the next time the course is offered. The material fee will remain and must be paid before the next class is offered. The designation course must be paid in full before the student is eligible to test.

- **Non-Members:** The full cost of the designation course is due by the first day of class to be able attend the course. If you are unable to pay the full amount by the first day of class, then you can be rescheduled for the next time the course is offered.

Certification Programs:

(Including but not limited to, EPA, and CPO)

Cancellations

- Cancellations must be made 7 business days before the class to avoid a penalty.

Late Cancellations

- If someone cancels the program without attending any of the classes and does not give sufficient notice a Late Cancellation Fee of \$50 will be charged.

No Shows

- If the student has already paid for the entire program, no penalty fee will be charged. They will have to reschedule to attend the next available class.
- If the student/property has not yet paid for the class then they will be charged the full cost of the certification and can be rescheduled for the next course.

Required Payments

- **Members:** The full cost of the certification course is due by the first day of the course.
- **Non-Members:** The cost of the certification course is due immediately upon registration.

Please contact the FCAA Staff immediately with any questions about the Education Payment Policy.