

Rescheduling and Cancellation Policy

Due to minimum class size requirements, the LETU Robotics Training Center reserves the right to cancel training modules up to 10 working days prior to the class start date. Students may elect to reschedule for an alternate training module date or receive a full refund of tuition.

The LETU Robotics Training Center classes generally fill 30-45 days in advance, and some are scheduled only on an as-needed basis. The LETU Robotics Training Center resources are allocated, and classes are scheduled as needed to best meet the training needs of our customers. As a result, the LETU Robotics Training Center must charge fees for rescheduling and/or cancellations as outlined below.

Rescheduling

- Done 21 or more business days from the class start date: A fee will be charged equal to 5% of the tuition paid. Fee is per seat for classes at the LETU Robotics Training Center.
- Done 11-20 business days from the class start date: Fee will be charged equal to 15% of the tuition paid, per seat/per class.
- Done 10 or fewer business days from the class start date: Fee will be charged equal to 25% of the tuition paid, per seat/per class.

NOTE: In order for a request to be considered “Rescheduled,” a new online registration form must be received from the date of the request. Otherwise, the request will be considered a “Cancellation.”

Cancellations

- Made 21 or more business days from the class start date: A fee will be charged of \$250 per seat/class.
- Made 11-20 business days from the class start date: Fee will be charged of \$750 per seat/class.
- Made 10 or fewer business days, or if a student does not show up for class (“No-Show”): Full tuition paid will be forfeited.

To reschedule or cancel a student, please email AlanClipperton@letu.edu or call Alan Clipperton at 903-233-3171.