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## Reimbursement

### Purpose

To provide Reimbursement to those who are entitled to it.

### Scope

Those who paid or are (to be) invoiced to pay for receiving Training from BeP.

### Definitions

BeP: Be Prepared - Trainers in First Aid Inc.

DoT: Date of Training

IC: Instructor Candidate

WD: Work Days

### Instruction

#### ***Reimbursement***

##### *General*

The specifics concerning the offered and agreed upon Reimbursement will be documented and must be signed by both BeP and party or parties involved.

- |                        |                                      |
|------------------------|--------------------------------------|
| 1. 6 WD =< DoT         | Full Refund                          |
| 2. 5 WD => DoT >= 3 WD | Full Refund minus Administration Fee |
| 3. 2 WD =< DoT         | No Refund                            |


**Reimbursement Schedule**

##### *Training Materials*

1. A one time offer to buy back training materials, depending on:
  - The state of the training materials received, determined by BeP
2. If training materials are not returned by the party or parties involved, BeP has the right to invoice and receive payments up to the total amount agreed upon, with a minimum of the total value of the training materials

##### *Re-schedule*

##### ***By Others***

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### **Participant**

An individual, who made the payments and is scheduled to receive Training from BeP, is entitled to re-schedule that Training in conference with BeP under the following circumstances:

1. A situation that has arisen, beyond their control as determined by BeP, that prevents the Training to be received
  - Proof must be provided
    - a. If an individual is unable to provide any proof, the individual is considered to have cancelled the Training

### **Company**

When a company, scheduled to receive Training from BeP, or when a company employee who is scheduled to receive Training from BeP, requests to re-schedule the Training, BeP has the right to invoice, and receive payments based up the Reimbursement Schedule, up to the total amount agreed upon, with a minimum of:

1. Travel and/or parking costs incurred
2. Instructor and/or Evaluator Fee
3. Other applicable Examination fees.

### **By BeP**

BeP has the right to re-schedule under the following circumstances:

1. A situation arises beyond the control of BeP, that prevents the Training to be provided, without any form of reimbursement.

BeP will do everything in her power to assure that the provision of the Training will take place.

### ***Cancellation***

### ***By Others***


#### **Participant**

When an individual, who made the payments and is scheduled to receive Training from BeP, cancels that Training, BeP will refund based on the Reimbursement Schedule.

#### **Company**

When a company, scheduled to receive Training from BeP, or when a company employee who is scheduled to receive Training from BeP, cancels that Training, BeP has the right to invoice, and receive payments based up the Reimbursement Schedule, up to the total amount agreed upon, with a minimum of:

1. The equivalent 6 Participants attending for a 1 day Training
2. Travel and/or parking costs incurred
3. Instructor and/or Evaluator Fee
4. Other applicable Examination fees

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### ***By BeP***

When BeP cancels Training, those who are scheduled to receive that Training, have the right to receive Full Refund of the payments made.

### ***Interruption of Training***

### ***Participant***

When a Participant had an Interruption of Training, and Reimbursement was offered, the Reimbursement can consist of:

1. A one time opportunity, based on availability, to either:
  - Make up lost time at a later date, but within 1 month after the last day of the initial Training at no extra costs
  - Retake the full Training, but within 4 months after the last day of the initial Training at no extra costs
  - Retake the Examination
    - a. applicable Examination fees must again be paid in full

If there is no availability, there will be no Reimbursement offered by BeP.

If the Participant decides not to hold up their end of the agreement concerning the Reimbursement, the agreement is considered to be void.

### ***Instructor Candidate***

If an IC had an Interruption of Training, and Reimbursement was offered, the Reimbursement will consist of:

1. A one time offer of 45% refund of the Registration Fee