



LCN CLASS REGISTRATION AND CANCELLATION **POLICY**

LCN Class Registration:

- Contact 1-800-663-6103 extension 206 or education@novabeauty.ca
- We need the full name of the participant, a phone number and email address.
- We require payment in full at the time of registration or a \$100 non-refundable deposit. The balance is due on the first day of class. Payment can be made on account with your customer # or with a credit card if you do not have an account with us.
- Payment or a deposit secures your seat. If you ask to be on the class list but do not render payment, you can and may be bumped!

LCN Class Size:

- Each class has a minimum number of required students, and each class has a maximum number of students allowed. Classes that do not have the minimum amount of participants will be cancelled due to low enrolment one week prior to class date.

LCN Class Cancellation:

- If Nova Beauty is forced to cancel a class due to low enrolment or instructor illness, students will be transferred to the next scheduled class in the same city. Alternatively the student can request a credit on their account or a refund to their credit card. In this instance only, deposits will be returned.
- If the student cancels their attendance to a class with **8 days or MORE** notice they can select another class date to attend or receive a credit on their account or a refund to their credit card. Deposits will not be returned.
- If the student cancels their attendance to a class with **7 days or LESS** notice, no credit or refund or transfer will be given.
- "No shows" will not receive a credit or a refund or a transfer.
- If you need to cancel, please contact 1-800-663-6103 extension 206 or education@novabeauty.ca