



3035 NW 63rd, Suite 214N Oklahoma City OK 73116 Phone: 405-946-1774
Email: KC@advancedintegrators.com

Client Cancellation and Refund Policy

Advanced Integrators Knowledge Center incurs expenses in preparation of a scheduled class, therefore, when it is necessary for a client to cancel a class he/she is scheduled to attend, notification must be made to the Knowledge Center by phoning 405-946-1774 or emailing the Knowledge Center at kc@advancedintegrators.com – please include the word “CANCEL” in the subject line. The cancellation policies are stated below.

Cancellation of class(s) at the Knowledge Center requires notice of cancellation by telephone or email five (5) business days (40 hours) prior to a scheduled date of class in order to receive a full refund.

Cancellation less than five (5) business days (40 hours) but not less than three (3) business days (72 hours) prior to a scheduled date of class will be eligible for a 50% refund. Cancellation with less than three (3) business days (72 hours) notice will not receive a refund.

Refund of Registration Fee(s) will be processed by check and mailed within 14 calendar days of receiving cancellation notice from client.

Knowledge Center Cancellation and Refund Policy

The minimum enrollment requirement for each class is three (3) students. The Knowledge Center reserves, as approved by the Oklahoma Board of Private Vocational Schools, the right to cancel any class if the minimum enrollment requirement is not met. You will be notified by telephone or email of a class cancellation at least three (3) business days (72 hours) in advance of the scheduled class. It is our policy to put your personal safety first. In case of inclement weather, please call 405-946-1774 after 6:30 am for closing information. There will be an alternate greeting that states the current date and whether the center is open as normal or closed for the day.

If the center has lost power, there will be no greeting and clients can assume that the center is closed. In the event a training class is cancelled by the Knowledge Center, the Client will receive a full refund.

Refund of Registration Fee(s) will be processed immediately and check will be mailed within five (5) business days of the notice of cancellation.

Confirmation Policy

Upon receipt of registration and payment, a confirmation containing pertinent information will be provided by telephone and/or email to the client. The confirmation will indicate class title, date, times and directions. For late registrants the client may contact the Knowledge Center at (405) 946-1774 to check on the status of the registration.