



The Valley Institute, LLC

Saint Albans, VT

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(802) 330 – 1852

Refund Policy:

1. For Programs:
 - A 20% administrative charge will be applied for all program refunds requested.
 - Refunds for programs are available up to one week before the classes commence.
2. For Individual Certifications:
 - Refunds for individual certifications are available up to one week before the classes start.
3. Training Completion and Certification Exam Period:
 - Participants have 15 months from the start date to complete their training.
 - After completing the training, participants have an additional 12 months to take the certification exam for each certificate.

Please note that refunds are subject to the terms and conditions outlined in our refund policy. For more information or to request a refund, please contact our customer service team.

Carl A. Watkins Sr.

CEO and Chief Instructor

The Valley Institute, LLC