

NURSING NAVIGATORS & PROVIDER PROFESSIONALS

CANCELLATION POLICY

Due to limited seating, our cancellation policy is as follows:

1. We request that you cancel at least 48 hours before a scheduled class. This gives us the opportunity to fill the class and will not result in a charge. You may cancel by phone or email to Jessica Schafer, contact information below.
2. An agency can reassign a class registration to a different, unregistered employee at no charge. All appropriate coinciding paperwork must be submitted by the agency to Jessica Schafer with Nursing Navigators prior to class.
3. Cancellations between 25-48 hours before the event may be transferred to a different date/time of the same class, subject to availability, at no charge.
4. Cancellations made within 48 hours of the class date/time, or no show of registered employee, will receive a charge of half the class.

Jessica R. Schafer, Administrator
Nursing Navigators and Provider Professionals, LLC
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Thank you for your understanding and cooperation!



STACY MCGARVEY, RN, BSN, OWNER
Nursing Navigators and Provider Professionals, LLC