

CPE SUBSCRIPTION TERMS

At-A-Glance	30 days or less	Greater than 30 days	30 or more days prior to event	At least 10 business days prior to event	At least 2 business days before event	After seminar begins
Checkpoint Learning Self- study	Full Refund	No credit or refund	n/a	n/a	n/a	n/a
Checkpoint Learning Packages	Full Refund	No credit or refund	n/a	n/a	n/a	n/a
CPL Packages with use (New Order)	Full refund only after customer pays retail for courses launched/ taken	No credit or refund	n/a	n/a	n/a	n/a
CPL Packages with use (Renewal)	Full refund only after customer pays retail for courses launched/taken	No credit or refund	n/a	n/a	n/a	n/a
<ul style="list-style-type: none"> • If cancelled prior to renewal date, then can cancel and not be responsible for renewal payment. 						
Checkpoint Learning Online Grading	Full Refund	No credit or refund.	n/a	n/a	n/a	n/a
Checkpoint Learning Manual Grading	Full Refund	No credit or refund.	n/a	n/a	n/a	n/a
Gear Up self-study	Full Refund	No Credit/Refund	n/a	n/a	n/a	n/a

At-A-Glance	30 or more days prior to event	At least 10 business days prior to event	At least 2 business days before event	After seminar begins
CPL & EBIA Webinars	Full Refund	Full Refund	Full Refund	No Refund
EBIA Recorded Webinars	No Refund	No Refund	No Refund	n/a
Gear Up Seminars	Refund - \$25 Admin Fee	Refund - \$25 Admin Fee	No Refund/Transfers	No Refund/Transfers
In-House Seminars	n/a (Note 1)	n/a (Note 1)	n/a (Note 1)	n/a (Note 1)
All Other Seminars & Conferences (Audit Watch, PPC, EBIA)	Refund - \$100 Admin Fee	Refund - \$100 Admin Fee	No Refund. Allowed to transfer. (Note 2)	No Refund
EBIA Annual Advanced Cafeteria Plans & Benefits Conference	Refund - \$100 Admin Fee	Refund - \$100 Admin Fee	No Refund	No Refund

Note 1: In-House Seminars are billed for after the seminar has been presented. Any adjustments are made at that time and the bill adjusted accordingly.

Note 2: Substitution for the same level of training in the same city is allowed at any time at no cost.

Gear Up Policy

Cancellations: 25% fee is charged for cancellation within two weeks of the scheduled seminar. NO REFUNDS OR TRANSFERS WILL BE ISSUED AFTER THE SEMINAR BEGINS. NO EXCEPTIONS. 30-day money-back guarantee on all self-study products. Gear Up assumes no responsibility for cancelled seminars other than the refund of your seminar fee.