

RETURN POLICY

Abundant Life Christian Counselling Services has a no return policy except for the following conditions:

1. Defective Course Materials
2. Damage in Shipping

FINANCIAL/REFUND POLICY

Furthermore, if the student is making payments per month, and he/she decides to drop out of the program before completion, they will not be reimbursed for the courses they are working on. If they have not paid for the course in full when they discontinue their studies, he/she will be required to pay balance in full before leaving the program. If student has an overpayment towards next course, that amount will be refunded. No grades will be given with a balance owed on tuition.

WITHDRAWAL POLICY

All withdrawals from Abundant Life Christian Counselling Services' Training program must be done so in writing. The student must give a valid reason for withdrawal from our training. Ceasing to submit lesson assignments or failing to communicate with the Clinical Supervisor does not constitute withdrawal.

REQUEST OF TRANSCRIPTS

If a student needs transcripts from the NCCA, they must send a \$10 check and a signed letter, to the address below, requesting a transcript.

NCCA
5260 Paylor Lane
Sarasota, FL 34240

Please contact our office if you have any questions concerning returns, refunds, withdrawals, or transcripts. We can be reached at 865.435.5706 or by email at abundantlife3@comcast.net