



Payment/Refund Policy
Arkansas Environmental Training Academy
(Classroom/Zoom)

Payment Due Date

- Students should pay the applicable fees to the SAU Tech Business Office (870-574-4508 or 870-574-4461) before the course begins or upon registration.

Refund Policy

- Students may request a 100% refund of Registration Fees up to the day before the course begins.
- AETA **does not** offer a refund to students once the course begins.
- Students may request a "Transfer Voucher" for a course they did not attend within 10 days of the end of the course. The Transfer Voucher would allow the student to attend the same course offered at a different time in the year.
 - ALL Transfer Vouchers expire June 30th annually and may only be applied one time.

Non-Attendance Policy

- Students who register and pay for a course but fail to attend and doesn't contact the AETA within 10 days of the end of the course are not eligible for a Refund or Transfer Voucher.

Appeals Process

Students who fail to attend a course for which they registered and paid for due to extenuating circumstances may appeal the AETA Payment Policy in writing within 30 days of the end of the course. The AETA Director, at his discretion may grant a refund (partial or full) or Transfer Voucher.

Balances due on a student account will result in a "Business Office hold." This hold prohibits future registrations until balance is paid.