

**Transportation Intermediaries Association
Institute of Research & Education
Refund Policy**

TIA Member – Student Refund Policy

A student who enters the school but withdraws or is terminated during the first 14 days of a quarterly program and the first 21 days of a trimester-based program shall be entitled to a full refund minus the administrative costs associated with the program.

Quarterly Courses:

- A student who withdraws or is terminated during days 15-30 of the program shall be entitled to a minimum refund amounting to 10% of the program's cost, minus the course's administrative fee.
- A student who withdraws or is terminated during days 30-45 of the program shall be entitled to a minimum refund amounting to 5% of the program's cost, minus the course's administrative fee.
- A student who withdraws after day 45 of the program shall not be entitled to a refund.

Trimester Courses:

- A student who withdraws or is terminated during days 22-45 of the program shall be entitled to a minimum refund amounting to 10% of the program's cost, minus the course's administrative fee.
- A student who withdraws or is terminated during days 46-60 of the program shall be entitled to a minimum refund amounting to 5% of the program's cost, minus the course's administrative fee.
- A student who withdraws after day 60 of the program shall not be entitled to a refund.

The table below lists the amount of the registration fee that will not be refunded, regardless of trimester or school year.

	Member Registration/Tuition:	Fees:	Deposits:	Additional Charges:	Non-Refundable Fees	Total Refund:
Certified Transportation Brokerage Course	\$ 1,050.00	\$ -	\$ -	\$ 12.00	\$ 100.00	\$ 962.00
New Broker Course	\$ 750.00	\$ -	\$ -	\$ -	\$ 75.00	\$ 675.00
New Employee Orientation	\$ 600.00	\$ -	\$ -	\$ -	\$ 60.00	\$ 540.00
Independent Contractor Course	\$ 550.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 495.00
Ethics in Transportation Course	\$ 350.00	\$ -	\$ -	\$ -	\$ 35.00	\$ 315.00
Small Broker Coaching Series	\$ 450.00	\$ -	\$ -	\$ -	\$ 45.00	\$ 405.00
Introduction to Intermodal Course	\$ 525.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 472.50
Advanced Intermodal Course	\$ 525.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 472.50
Less-Than-Truckload Course	\$ 525.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 472.50
Temperature Control Transport Course	\$ 525.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 472.50
3PL Management Accelerator Program	\$ 995.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 895.00
Marketing Transportation Brokerage Services Course	\$ 550.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 495.00
Partnership Selling In the Supply Chain Course	\$ 550.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 495.00
Future Leader Executive Training	\$ 1,695.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,595.00
Executive Leadership Development Program	\$ 2,695.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 2,595.00
Virtual-Instructor Led Course - Sales Management	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual-Instructor Led Course - Marketing	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Compensation	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Freight Claims	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Legal Management	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Financial Management	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Operations Management	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50
Virtual Instructor-Led Course - Recruiting & Retaining Top Talent	\$ 575.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 517.50

TIA Non-Member – Student Refund Policy

A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.

- A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
- A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

How refunds would be calculated in actual practice:

The school divides the period it takes to complete the program by 4 to determine start and finish of each quartile.

Example: 180 days in the period divided by 4 = 45 days

If the student withdraws between day 1 and day 44, s/he is entitled to 75% refund

If the student withdraws between day 45 and day 89, s/he is entitled to 50% refund

If the student withdraws between day 90 and day 134, s/he is entitled to 25% refund

If the student withdraws after day 134, s/he is not entitled to a refund.

The table below lists the amount of the registration fee that will not be refunded, regardless of trimester or school year.

	Non-Member Registration:	Fees:	Deposits:	Additional Charges:	Non-Refundable Fees:	75% Refund:	50% Refund:	25% Refund:
Certified Transportation Brokerage Course	\$ 3,525.00	\$ -	\$ -	\$ 12.00	\$ 100.00	\$ 2,577.75	\$ 1,718.50	\$ 859.25
New Broker Course	\$ 2,250.00	\$ -	\$ -	\$ -	\$ 75.00	\$ 1,631.25	\$ 1,087.50	\$ 543.75
New Employee Orientation	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 60.00	\$ 1,305.00	\$ 870.00	\$ 435.00
Independent Contractor Course	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 1,196.25	\$ 797.50	\$ 398.75
Ethics in Transportation Course	\$ 1,050.00	\$ -	\$ -	\$ -	\$ 35.00	\$ 761.25	\$ 507.50	\$ 253.75
Small Broker Coaching Series	\$ 1,350.00	\$ -	\$ -	\$ -	\$ 45.00	\$ 978.75	\$ 652.50	\$ 326.25
Introduction to Intermodal Course	\$ 1,575.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 1,141.88	\$ 761.25	\$ 380.63
Advanced Intermodal Course	\$ 1,575.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 1,141.88	\$ 761.25	\$ 380.63
Less-Than-Truckload Course	\$ 1,575.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 1,141.88	\$ 761.25	\$ 380.63
Temperature Control Transport Course	\$ 1,575.00	\$ -	\$ -	\$ -	\$ 52.50	\$ 1,141.88	\$ 761.25	\$ 380.63
3PL Management Accelerator Program	\$ 2,985.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 2,163.75	\$ 1,442.50	\$ 721.25
Marketing Transportation Brokerage Services Course	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 1,196.25	\$ 797.50	\$ 398.75
Partnership Selling In the Supply Chain Course	\$ 1,650.00	\$ -	\$ -	\$ -	\$ 55.00	\$ 1,196.25	\$ 797.50	\$ 398.75
Future Leader Executive Training	\$ 5,085.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 3,738.75	\$ 2,492.50	\$ 1,246.25
Executive Leadership Development Program	\$ 8,085.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 5,988.75	\$ 3,992.50	\$ 1,996.25
Virtual-Instructor Led Course - Sales Management	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual-Instructor Led Course - Marketing	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Compensation	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Freight Claims	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Legal Management	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Financial Management	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Operations Management	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88
Virtual Instructor-Led Course - Recruiting & Retaining Top Talent	\$ 1,725.00	\$ -	\$ -	\$ -	\$ 57.50	\$ 1,250.63	\$ 833.75	\$ 416.88

***Please refer to the course calendar for specific start and end dates for each course.*