



The Charleston School of Protocol and Etiquette, Inc. is pleased to offer the online program, Communication Skills for RE Professionals and adheres to the following policies:

### Cancellation Policy

- The class participant may cancel the course if the course offered does not work properly or a solution to the problem is not remedied within a reasonable period.
- Participant may cancel the course within 24 hours and has not accessed the program.
- Refunds will only be given within six months of the receipt of payment.

No CEU (Continue Education Units) will be provided and all course assess will be disabled.

### Refund Policy

- The class participant will receive a full refund if requested in writing provided the course has not been accessed and/or CEU's have not been issued.
- Refunds will be issued within 10 business days of request.

### Attendance Policy

In accordance with state law, the class participant is required to watch all video's and participate in the exercises, quizzes, and assessments to receive credit for the course. The program participant must receive a minimum of 70% on all tests to advance to the next section and complete the course to get credit.

This program is for the participant of record only. One certificate to one participant per use, will be awarded.

No partial credit hours are permitted, and no certificate of completion will be issued to attendee if these requirements are not met.

*Charleston school of Protocol and Etiquette, Inc.*  
8566 Sentry Circle · Charleston, SC 28420  
843-207-1025  
[Cgrosso@Charlestonschoolofprotcol.com](mailto:Cgrosso@Charlestonschoolofprotcol.com)