



Court of Master Sommeliers, Americas Cancellation & Transfer Policies

Cancellation Policy	Notification of cancellation must be emailed to kdomingos@mastersommeliers.org , cc: klewis@mastersommeliers.org . CMS is not responsible for cancellations that were emailed but never received.	
	Cancellation Date	Refund Policy
	45+ days prior to start date	All minus \$50 processing fee
	31-44 days prior to start date	50% of the registration fee
	30 days or less prior to start date	No refund or transfer. If due to illness/medical reasons or death in the immediate family, a doctor's note will be required within 14 days after the start date for partial refund consideration.
Transfer Policy	<p>Candidates are allowed one transfer per registration under the following conditions:</p> <ul style="list-style-type: none"> • Transfer request must be emailed to kdomingos@mastersommeliers.org more than 30 days prior to start date. • The program that you transfer to must be: (1) of the same type, (2) take place in the same calendar year, (3) non-waitlisted, (4) posted on our schedule at www.mastersommeliers.org/courses/list. We cannot hold funds on the books for future programs that have not been confirmed/posted to our schedule. • Transfers made within 44-31 days prior to the start date will only be eligible for a 50% refund should you need to cancel the program that you transfer to as long as cancellation notification is received more than 30 days prior to start date. 	