



COURT OF
**MASTER
SOMMELIERS**
Americas

Court of Master Sommeliers, Americas Cancellation & Transfer Policies

Policies for Introductory Course & Examination, Certified Sommelier Examination, Deductive Tasting Workshop									
Cancellation Policy	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Cancellation Date</th> <th style="width: 50%;">Refund Policy</th> </tr> </thead> <tbody> <tr> <td>45+ days prior to start date</td> <td>All minus \$50 processing fee</td> </tr> <tr> <td>31-44 days prior to start date</td> <td>50% of the registration fee</td> </tr> <tr> <td>30 days or less prior to start date</td> <td>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.</td> </tr> </tbody> </table>	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.
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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. 								

Policies for Advanced Course & Examination, Master Diploma Examinations	
Cancellation Policy	<p>The Court of Master Sommeliers incurs significant expense in administering the Advanced and Masters programs. Therefore:</p> <ul style="list-style-type: none"> • Candidates may not cancel their registration once they have accepted their invitation. • No refunds will be made to candidates, save for medical emergency. <ul style="list-style-type: none"> ○ If there is a medical emergency, a doctor's note will be required for refund consideration. ○ Last minute cancellations may disqualify the student from being considered for future courses/examinations. • Should you have to cancel, you must do so in writing to klewis@mastersommeliers.org.

Policies for Online Learning Programs	
Cancellation Policy	<p><u>Live Session</u>: Full refunds, less a \$10 processing fee, will be granted for cancellations received 10 business days prior to the live session start date as long as the webinar registration has not been completed.</p> <p><u>On-Demand Recorded Session</u>: Full refunds, less a \$10 processing fee, will be granted for cancellations as long as the on-demand recorded session has not been accessed.</p>
Transfer Policy	<p>Candidates may transfer to another online class, but refunds will not be possible for the new registration.</p>