



COURT OF  
**MASTER  
SOMMELIERS**  
*Americas*

## Court of Master Sommeliers, Americas Cancellation, Refund and Transfer Policies

<b>ONLINE PROGRAMS</b>	
<b>Cancellation &amp; Transfer Policy</b>	Online courses are NOT eligible for refund, cancellation, or transfer. We may consider a refund/transfer request provided the student notifies us via email at <a href="mailto:info@mastersommeliers.org">info@mastersommeliers.org</a> within 24-hours of placing the online order.

<b>IN-PERSON PROGRAMS</b>							
<b>Introductory Course &amp; Examination, Certified Sommelier Examination, Deductive Tasting Workshop</b>							
<b>Cancellation Policy</b>	Notification of cancellation must be emailed to <a href="mailto:info@mastersommeliers.org">info@mastersommeliers.org</a> .						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Cancellation Date</th> <th>Refund Policy</th> </tr> </thead> <tbody> <tr> <td>30+ days prior to start date</td> <td>All minus \$50 processing fee</td> </tr> <tr> <td>Less than 30 days 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	30+ days prior to start date	All minus \$50 processing fee	Less than 30 days 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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<b>Transfer Policy</b>	<p>Candidates are allowed ONE transfer per registration under the following conditions:</p> <ul style="list-style-type: none"> <li>Transfer request must be emailed to <a href="mailto:info@mastersommeliers.org">info@mastersommeliers.org</a> more than 30 days prior to start date.</li> <li>The program you transfer to must be: (1) of the same type, (2) non-waitlisted, (3) posted on our <a href="#">Schedule</a>. We cannot hold funds on the books for future programs that have not been confirmed/posted to our schedule.</li> </ul>						
<b>Advanced Sommelier Course &amp; Examination, Master Sommelier Diploma Examinations</b>							
<b>Cancellation Policy</b>	<p>The Court of Master Sommeliers incurs significant expense in administering the Advanced Sommelier and Master Sommelier programs. Therefore:</p> <ul style="list-style-type: none"> <li>Candidates may not cancel their registration once they have accepted their invitation.</li> <li>No refunds will be made to candidates, save for medical emergency.               <ul style="list-style-type: none"> <li>If there is a medical emergency, a doctor's note will be required for refund consideration.</li> <li>Last minute cancellations may disqualify the student from being considered for future courses/examinations.</li> </ul> </li> <li>Should you have to cancel, you must do so in writing to <a href="mailto:klewis@mastersommeliers.org">klewis@mastersommeliers.org</a>.</li> </ul>						