

Notary Courses Refund Policy

Notary courses are YEAR SPECIFIC and are only valid for the current course approval period. All courses expire after 1 year from the date of enrollment and you must purchase the course again if you wish to attend after your course expires (no reinstatement) There is a \$25 Non-refundable registration fee. MRFTC will refund 100% of the amount paid less the \$25 non-refundable fee if notice of cancellation is made prior to attending the class. NO refunds will be made if you attend any portion of the Notary class. **NO refunds will be made after 90 days from the date of enrollment.** All refund requests must be made in writing. No telephone or verbal refund requests will be accepted. You may submit an emailed refund request to our CFO by emailing Michael@mikeruss.org, however your refund will not be processed until all of the required materials are **received** by MRFTC. You may submit a handwritten request by delivering the notice to our Corporate Office in San Diego (8322 Clairemont Mesa Blvd #103, San Diego, CA 92111) during business hours. All refund requests must contain the following information: 1. Purchaser Name, 2. Student Name (If different than purchaser), 3, all materials in an unused condition and 4. reason for refund request.

Note: There are separate materials that are available for purchase at the Notary class, but those materials are provided by a separate vendor, NOT MRFTC. Any requests for refunds on those materials must be made directly to that vendor.