

## BECKER INTENSIVE COURSE POLICIES AND PROCEDURES



### ADMINISTRATIVE OFFICE ADDRESS

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The most current information is available at [www.becker.com](http://www.becker.com).

### MISSION

The Objective of the Becker CPA Exam Review is to help CPA candidates prepare for professional certification exams by providing effective and efficient training programs that are highly responsive to candidates' needs. By identifying important subject areas and key topics, the Becker CPA Exam Review is able to ensure that our candidates focus only on what they need to know to pass the exam.

### INTENSIVE COURSE MATERIALS:

For your convenience, all course materials, including books, lecture CDs, PassMaster Software (and Flashcards if purchased) will be distributed at the Intensive Welcome Reception or at the first class. Materials will not be shipped prior to the start of the course.

### INTENSIVE COURSE PAYMENT PROCEDURES:

Payment is due in full at the time of registration. Credit card payments will be processed at the time of registration. If you are from outside the United States, please clear any security or credit limit issues with your credit card company prior to registration. Please note that an 8% tax will be charged for Final Review and Flashcard purchases.

### VISA REQUIREMENTS:

A student visa is not needed to take the Becker Intensive Review Course. University credit is not awarded for the course. A tourist visa may be required. Please check this website ([http://travel.state.gov/visa/temp/temp\\_1305.html](http://travel.state.gov/visa/temp/temp_1305.html)) to see if a visa is required.

### LICENSE AGREEMENT

These goods and services for preparation for the CPA exam, in connection with Becker Intensive CPA Exam Review, are not for sale and are not being sold to you. You may only acquire a license to use such materials. This license and your course materials will expire at the end of 18 months from the date of purchase.

Any and all notes and lectures given to and any notes taken by applicant in the Becker CPA Exam Review are to be used by applicant and no one else. The teaching methods and methodologies contained in the materials supplied are confidential and proprietary to Becker Professional Education and are not to be transferred or divulged to any other person by resale of the materials or otherwise.

### ACCOMMODATIONS FOR CANDIDATES WITH SPECIAL NEEDS

Accommodations for candidates with disabilities are available. Candidates with special requirements are encouraged to call 1-800-868-3900 and request to be contacted by Becker's National Americans with Disabilities Act Coordinator as far in advance of starting classes as possible to arrange for a consultation.

### THE BECKER PROMISE (FORMERLY TUITION FREE CONTINUING HELP)

Our Promise? To provide you with the utmost opportunity to pass the CPA Exam by using our comprehensive program and time tested learning approach. If you utilize Becker but do not pass the CPA Exam, you may repeat our course tuition-free if you satisfy our requirements. If you complete all PassMaster homework with 90% accuracy and attend (or view) 100% of lectures, you may repeat our complete course, paying only for materials and enrollment fees (including applicable taxes). Tuition is waived.

To be eligible for the Becker Promise, candidates must:

- Correctly complete 90 percent of all PassMaster software multiple choice questions for each part
- Attend 100% of the classes or complete a make-up lecture on the DVDs that will be provided

In-CLASS candidates meeting the criteria must print out their performance summary report from the PassMaster software and submit it to Becker within 30 days following the completion of the Intensive course.

If you meet these requirements, you may then repeat the course 100% without tuition charge. You must however, pay the enrollment fee & a license fee for the materials for each section taken. The charges for the license of the Becker Promise books/materials are non-refundable. This privilege expires 365 days following your completion of the applicable part. If you do not earn the Becker Promise repeat privilege, each part of the course may be repeated for 1/2 of the regular tuition (former candidate discount) plus an enrollment fee.

#### **FORMER CANDIDATE DISCOUNT**

Former Becker Intensive Candidates not earning the Becker Promise Tuition Waiver may repeat each previously enrolled part of the course for ½ of the regular tuition plus an enrollment fee. Former Becker students of other formats and or courses should contact the Intensive Course Coordinator for details on discount eligibility.

#### **RULES FOR FOUR-PART DISCOUNT**

A candidate must register and schedule all four parts of the course upon initial registration. If a candidate withdraws from one or more of the parts, the four part discount will be withdrawn.

#### **CANCELLATION/REFUND POLICY**

##### **FOR INDIVIDUAL PART ENROLLMENTS:**

If you wish to withdraw from the course, you must do so prior to the second class. A full tuition refund, minus all discounts and fees, will be issued prior to second class\*\*. Thereafter, no refunds will be issued. Flashcards are non-refundable. All refunds are contingent upon the return of all materials. \*\*Please note that two class sessions are held per day during the Intensive Course.

##### **FOR 4-PART ENROLLMENTS:**

If you wish to withdraw from the course, you must do so prior to the second class\*\* of the first scheduled section for a full refund. From the day of the second class and prior to the fifth class of the first section, a refund may be issued for the remaining three parts, minus the four part discount and registration fee. No refunds will be issued after the day of the fifth class. Flashcards are non-refundable. All refunds are contingent upon the return of all materials. **\*\*Please note that two class sessions are held per day during the Intensive Course.**

##### **DISCOUNT VERIFICATION:**

If applying for a discount, appropriate verification is required prior to conclusion of course; if not received by course end, full tuition will be charged without further notice.

##### **NON-REFUNDABLE ITEMS:**

All registration fees and the charges for Flashcards and Becker Promise Tuition Waiver Textbooks are non-refundable.