



## Course Retake Policy

The Edwards Learning Center is pleased to offer courses to enhance knowledge and further development of technical skills.

Upon completion of taking a course a passing grade is required in order receive factory certification.

If the course has not successfully been passed, the student may re-take the class at no charge within **6 months** from the original attendance date.

The following actions will be required to **Retake** the class at **No Charge**.

Company Admin will enroll the student in the course **6 months** from original attendance date.

1. Submit a New Purchase Order with PO# **RETAKE, NO CHARGE**
2. Send email to Edwards Learning Center, [elc@carrier.com](mailto:elc@carrier.com) with the following information:
  - a. Student Name/Company
  - b. Course enrolled in & date
  - c. Original PO# of class attended & order #

Once the student is enrolled your company will be invoiced again after the 1<sup>st</sup> day of attendance. The above requested information will allow the Edwards Learning Center to submit a credit request on your company's behalf.

The Edwards Learning Center team is here to support the success of every student.

Kind regards,

The Edwards Learning Center Team

**BRADENTON CAMPUS: 8985 Town Center Parkway • Bradenton, FL 34202**  
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