



## **ASCE YMF Fall/Spring 2018/19 PE Review Course Terms and Policies**

1. Fees
  - a. Caltrans employees receive a 50% discount on any course
  - b. \$50 late fee applies for registration after the deadline
  - c. Student will be responsible for any additional transaction fees or penalties due to delayed or unacceptable payment fees (bounced checks, late fees, etc.)
  
2. Reference Materials
  - a. ASCE offers 15% discount on PE Review materials through PPI
  - b. A list of reference materials may be provided upon request, based on the list provided by NCEES
  
3. Depth Courses (PM Courses)
  - a. Available per subject if 5 or more students register
  - b. Students will be refunded payment if the course is canceled
  - c. A list of course offerings will be available the day after the registration deadline
  
4. Course Materials
  - a. Course materials are provided for the review session
  - b. Course materials are distributed on the first day of class
  - c. No additional course materials will be provided for students who are retaking the course
  
5. Retaking the Review Course
  - a. Must provide proof of not passing the exam
  - b. May only retake the paid-for course once within a 12-month period
  - c. No course materials provided
  - d. Free retakes are not offered for the Depth review courses.
  
6. Refunds
  - a. Cancellation 2 weeks or more prior to the beginning of the review course - 100% refund
  - b. Cancellation less than 2 weeks prior to the beginning of the review course - 75% refund
  - c. Cancellation in the first week of the review course - 50% refund and all study materials must be returned to the YMF PE Review Chair
  - d. No refunds are available after the first week of the review course and all study materials must be returned to the YMF PE Review Chair