A cancellation, transfer or substitution is effective on the date a Change in Status is received by NITA. Notice MUST be given by sending a Change in Status Form by email to customerservice@nita.org. Changes will not be accepted over the phone. Change in Status Forms must be sent before the start of the program or they will not be accepted.

**OPTIONS:**

1. **Substitute:** Substitute another attorney from the same firm at no charge.

2. **Transfer:** Transfer your tuition to another NITA program. If the replacement course is not completed within 14 months, the remainder of the tuition will be refunded minus the 50% cancellation fee. Transfers will not be honored if made after the start of the program.

3. **Cancel:** Cancel your registration from a NITA program.

**FEES:**

15 Calendar days or more before the program start date:
- Cancellation Fee: $0
- Transfer Fee: $0
- Substitution: $0

14 Calendar Days or less before the start of the program:
- Cancellation Fee: 50% of tuition
- Transfer Fee: $300
- Substitution: $0

After start of the program:
- Cancellation Fee: 100% of tuition fee
- Transfer not allowed

**Scholarship Recipients:**
If you are a scholarship recipient, you must notify the NITA Foundation in writing 30 days prior to the program start date if unable to attend. The **$200 fee is non-refundable** and will be invoiced if payment has not yet been received. Possible disqualification from future scholarship awards will be assessed for no shows, unless an unforeseeable emergency is documented. Please refer to the Scholarship Cancellation Policy.

**Emergencies:**
If acts of God, government authorities, natural disasters or other emergencies beyond a participant’s reasonable control make it impossible for the participant to attend a program, the above fees may be waived, documentation may be required in these circumstances.