

Request for credit to be applied to another course date or to another Horizon Quest service must be submitted for approval 5 business days prior to course start date.

A \$20 administration fee to be applied to approved requests.

A \$50 service fee will be applied to NSF cheques.

The 2 charges listed above will be also added to all invoicing along with the monthly overdue service charge fee.

Customer Request for Credit form is still used for credit requests. This part of the process stays the same.