

# BREATHE TTS Payment Information

## Credit Card Payment Information

If you are interested in paying for the course with a credit card please click the link below and follow the instructions.

1. Go to the website provided in the automatic invoice you receive after your register.
2. Fill in your contact information and select “BREATHE Tobacco Treatment Specialist Training Class Online \$800.00” from the drop down in the “Course Title”
3. Select payment with MasterCard or Visa. Please note if you are paying by check, please use the instructions below. **American Express is not an accepted credit card. If you attempt to pay by American Express, it will appear to go through but payment will not be received.**
4. Then click “Confirm”

## Check Payment Information

If you are interested in paying for the course with a check please follow the instructions below.

1. You will receive an automatic invoice after you register.
2. If you have any questions please contact the BREATHE TTS Team at [BreatheTTS@uky.edu](mailto:BreatheTTS@uky.edu).

## BREATHE TTS Cancellation Policy

If, after completing the BREATHE Tobacco Treatment Specialist Training Program registration, a participant chooses to cancel, the participant is required to do so in writing to the BREATHE Office. Cancellations may be submitted by fax 859-323-7258, email [BreatheTTS@uky.edu](mailto:BreatheTTS@uky.edu) or postal mail to the BREATHE Office address: 2265 Harrodsburg Road Suite 202, Lexington, KY 40504.

The official Cancellation Date will be the date the cancellation notification is received by the BREATHE Office. Participants who cancel their registration will be charged according to the following guidelines:

1. During open registration until one week prior to the first day of class, participants will be refunded 100% of the fees.
2. One week prior up to the first day of class, participants will be refunded 80% of the fees.
3. From the first module through the end of the second module of the course, participants will be refunded 50% of the fees.
4. After completion of the second course module, there are no refunds of the training fee.