



**LIBERTY**  
FIREARMS INSTITUTE

**MakhairaGroup**

## **Cancellation and Rescheduling Policy**

In an effort to keep the price of training as low as possible, we have the following policy for cancellations and reschedules. We also understand that there can be extenuating circumstances that may warrant extra attention. If you have a situation that you feel deserves consideration, please contact us and we will evaluate the situation on a case-by-case basis.

### **Cancellation Policy:**

- **More than 15 days before the course:** If you need to cancel, you can receive a full refund of your tuition.
- **3 to 14 days before the course:** Cancellations within this timeframe are eligible for a 50% refund.
- **72 hours or less before the course:** Unfortunately, cancellations made at this stage will result in the forfeiture of your tuition.

### **Private Instruction at Liberty Firearms Institute:**

- **Less than 72 hours before your session:** We are unable to issue refunds for cancellations or rescheduling requests made at this time.

### **Transfer Policy:**

- **More than 15 days before the course:** You can transfer your enrollment to another date with no fee for the first transfer.
- **3 to 14 days before the course:** We'll gladly apply 50% of your tuition toward a future class date of your choosing.
- **72 hours or less before the course:** Transfers are not permitted, and tuition will be forfeited.

### **Transfer Limits:**

- Students may transfer their registration up to three times. After the third transfer, if you are unable to attend, the full tuition will be forfeited.
- **For the second and third transfers:**
  - **More than 15 days in advance:** A \$100 transfer fee will apply.
  - **3 to 14 days in advance:** A transfer fee of 50% of your tuition will apply.

Please note that future course availability is subject to space, and transfers must be rescheduled within 90 days to retain credit for your registration.

**Background Check Requirement:** For first-time shooters, a background check is required before using the range at Liberty Firearms Institute. If you do not pass the background check on the day of your class, you are welcome to attend the classroom portion and may reschedule the range session for a future date, pending successful completion of the background check. Please note that refunds cannot be issued in this scenario.

**If we must reschedule:**

While every effort is made to hold the course on the day and time scheduled, there is the possibility (albeit rare) that it must be rescheduled. Examples of this may be (but not limited to) extenuating circumstances in the staff, facility cancellation outside of our control, etc.

If this situation arises, the class will be rescheduled as quickly as possible and we will apply your entire tuition to the rescheduled class. If you are unable to attend the rescheduled course, we will gladly refund your entire tuition. Whichever option you choose, we will honor that which is most preferable to you. You also have the option of applying your full tuition amount to any other regularly scheduled course, even if the course name/content is different from the original.

**Class minimum**

If a particular class does not reach its stated minimum number of registered students, we will either apply your full tuition to a future class of your choice or issue you a full refund. Either way, we will honor that which is most preferable to you.

**Weather**

All outdoor courses are held regardless of weather and we train rain or shine. Refunds are not issued due to weather unless the weather is so severe that there is a risk of life (determined by local weather service and Makhaira Group).

All indoor courses are held rain or shine. If you are unable to physically make it to the course (verified by local weather service and/or local law enforcement agency), we will be happy to apply your full payment to a future class of your choice. If one year passes from the originally registered class, we have provided at least two make-up dates for the student and the student is not able or is unwilling to attend the class, the original registration amount will be forfeited.

If you have any questions regarding this policy, please [Contact Makhaira Group](#) before you register for a course.

For requests regarding reprinted certificates, please contact us via phone or email. Kindly note that a **\$10 fee applies to all reprints.**

We thank you for your understanding and will make every effort to accommodate unforeseen/unplanned emergencies that may arise.