

TERMS AND CONDITIONS

ArmchairEdClockHours students enrolling in ArmchairEdClockHours courses have ten days from the date of registration to pay for a course, withdraw from a course and receive a refund, or change a course. After ten days, students will be formally registered for the course and no refund or withdrawal will be allowed. Orders not paid within ten days will be deleted. Students who wish to withdraw from a course, change a course, or receive a refund will need to contact ArmchairEdClockHours within the ten-day limit at info@armchaired.com. There is a \$15 fee for credit card refunds.

ArmchairEdClockHours takes your privacy seriously. Your information is securely taken and not stored with ArmchairEdClockHours.

In order to have your coursework processed, you must:

1. Follow the rubric exactly. Essays that do not meet page requirements or are double-spaced are returned for revisions.
2. Remember your submission timeline: You have one year from your order date to submit coursework.
3. Include signed coursework registration and inservice (Washington State educators only) forms when you submit coursework.

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ArmchairEd posts grades to orders once scored. We will email Washington state educators a signed inservice form. Keep this form for your records. All students may print a certificate of completion, by going to their account and clicking on “purchases”. **Allow four weeks from course submission for your coursework to be processed. Please plan accordingly.**

If you want expedited processing, you must specifically request expedited processing and authorize the \$35 charge for each expedited grade requested when coursework is submitted. ArmchairEdClockHours requires a maximum of ten days for processing. Please indicate your deadline. Once your expedited paperwork is submitted, the processing time is 12 business days. Expedited processing requests will not be processed after coursework has been submitted to ArmchairEdClockHours.

Books and publications must be ordered separately. Please note you can check your coursework status and print an invoice by logging onto your account and clicking on the order number.

ArmchairEdClockHours is approved to provide clock hours by the State of Washington. While other states may allow clock hours and professional development, you may need to obtain approval through your credentialing agency.