

OKA Training Center General Information

Location. All OKA “open enrollment” courses are held at the OKA Training Center in Fairfax VA (just outside Washington DC). You will receive specific information about your class logistics after your registration is confirmed.

Refreshments & Meals. OKA provides a continental breakfast and healthy snacks throughout the day. There is a refrigerator and microwave on site for your use. There are a number of restaurants and a drug store within walking distance.

Accommodation. OKA has negotiated special rates with several local hotels, some within walking distance of OKA. Details at: <http://oka-online.com/wp-content/uploads/2013/04/OKA-Hotel-Listings.pdf>

Accessibility. Unfortunately OKA is not an ADA-accessible facility. We are happy to make whatever reasonable accommodations we can for our visitors.

OKA Training/Cancellation Policy *(Rev 04.17.15)*

Re-Scheduling: Once per course @ no charge - Client must notify OKA 10 business days prior to start of course.

Client Cancellation: Client must notify OKA 7 business days prior to course start date. (Fees apply)

7 Day Notice: 1-Day Course \$100.00 Fee/ 2+ Day courses - \$200 Fee

After 7 Day Notice: 50% of course fees

No shows: 100% of course fees.

Materials: Assessments, Pre-work & Course Material fees incurred prior to cancellation are non-refundable.

OKA Cancellation: OKA reserves the right to cancel or reschedule any course up to 14 days prior to the course start date. If OKA is forced to cancel or reschedule any course, our financial obligation is strictly limited to refunding only the course fees paid (100%) to OKA enrolled participants for said course. OKA is not responsible for reimbursement for travel fees, incidentals or other related costs.

Credits: Credits on account with OKA are valid for one (1) year from date of course. If not used within one (1) year credit is forfeited.