

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

Rescheduling. You may reschedule your OKA course date once at no charge, but you must notify OKA 10 business days prior to the course start date. (Please note: your registration is not confirmed until OKA has received full course payment.)

If You Cancel. OKA must receive any cancellation at least 7 business days prior to the start of the program, and cancellations are subject to a \$200 administrative fee. (For one-day programs, the cancellation fee is \$100.) Cancellations after the 7-day cutoff forfeit 50% of the course fees. “No shows” forfeit 100% of the course fees. Please note: Assessment, pre-work and course material fees incurred prior to cancellation are not refundable.

If OKA Cancels. If necessary, OKA reserves the right to cancel or reschedule any course up to 14 days prior to the scheduled course start date. If OKA is forced to cancel or reschedule any course, our financial obligation is strictly limited to refunding 100% of any course fees paid to OKA by enrolled participants.