

Live Course Policies & Procedures

A \$50 Administration Fee applies to all enrollments.

Enrolling Online

Students can enroll on the website in order to secure their seat. There are 2 steps to the enrollment process.

1. Student chooses which part(s) they will sign up for, and make an
 - a. Deposit
 - b. Installment Payment or
 - c. Full payment.
2. Student receives an email confirmation 24 hours after registering that includes link to schedule their classes. This email will cover the course policies and procedures, including classroom locations, parking information, what to bring, how to make online reservations, etc.

At this point, students pick location, session, and the year that they plan on attending the class. Students can schedule (enroll or un-enroll) any class up to 48 hours before the start of the particular class.

Enrolling In Class

All classes begin instruction at 8:00 AM, with registration occurring between 7:30- 8:00 AM. During this time, we will enroll any drop-in registrants and any students who could not attend the first sessions. **Walk-in registrations are welcome, but space availability cannot be guaranteed.** We recommend [enrolling online](#) and reserving your space at least one week before the first class date.

Structure

Students have 18 months **from the first day they come to their first class** to finish all of their subsequent classes. Students who enroll in all four parts may take each class up to two times in live or online formats.

Students may take classes consecutively or not, may take classes all in one location or alternate between locations, and may also take classes concurrently (for example, taking FAR in Orange County while also taking REG simultaneously in Los Angeles).

Our schedule contains breaks specifically to allow students time to study for their exams. We recommend taking each part of the exam 2-4 weeks after the last class date. We also recommend studying for 2 parts concurrently if your schedule allows. We encourage students doing so to space out the exams 3-4 weeks apart from each other.

Our course accommodates students of all backgrounds and skill sets. We assume no prior knowledge of topics taught. Roger Philipp himself attends regular AICPA/NASBA meetings to obtain exam updates and immediately disseminates them to the student body. In lectures and assigned homework, the most frequently tested topics are extensively covered. All exam question types are broken down and taught from scratch on a white-board, demonstrating logical progression. Case-based simulations are thoroughly covered in class.

The Session parts break down into the following classes:

Financial	Regulation	Audit	BEC
8 classes	6 classes	5 classes	4 classes
=32 hours	=24 hours	=20 hours	=16 hours

Online Make-Up Policy

If you miss a class, or just need to see it again, you can view an online makeup. Please view our [System Requirements](#) page to ensure your computer and browser is compatible with our course. There is a \$10 fee for class, and you will have access to lectures for 2 weeks from your reservation date. You may view these lectures from any computer that meets technical requirements. Online make-ups are available for the duration of the class and up to 3 weeks after the final class date.

Webcast Locations

The classes at certain locations are delivered via live streaming webcast, and, as such, are subject to potential limitations inherent to current technology. Though Roger CPA Review will make every attempt to ensure reliability at the broadcast site, we reserve the right to cancel any class without notice due to technical circumstances beyond our control. If this occurs, students will be granted access to the missed lectures through our online course for a period of 2 weeks. If you have questions concerning these terms, please feel free to contact us at staff@rogercpareview.com or 415-346-4272.

Four Free Classes

Try it before you buy it! We encourage ALL potential students to visit our classes, one class per part (one each for FAR, REG, AUD, and BEC). Please [contact our office](#) to let us know you are interested in attending so we can make sure materials are available for you to follow along with the lecture.

Unconditional Repeat

All students who enroll in all 4 parts (Full Course) are entitled to an Unconditional Repeat. This Unconditional Repeat is given in the form of session credits. When you register for 4 parts concurrently, you will have 18 months **from the time you actually attend your first class** to attend each part twice. The maximum number of times you may take a part is two. For example, you may take FAR a total of 2 times within an 18 month time frame. Unconditional Repeats are non-transferable to future courses beyond those within the 18 month time frame allotted, and do not include new course materials. Unconditional Repeat may be in the form of a Live, Online or USB Drive at the discretion of Roger CPA Review. **A \$ 50 administration fee per part will apply to register in the repeat session. Purchase of new materials is not required.**

Refund Policies and Procedures

Students may cancel and receive a refund of all charges (less the amount of \$200.00 for the cancellation fee) if they cancel their agreement prior to attending their first class, or on the first day of instruction for any classes enrolled. There **are no refunds after the first day of class.** We do not offer pro-rated refunds. If a student does not cancel their entire course(s) on or before the first day of class, he/she cannot cancel or receive any refund.