



**REFUND POLICY**

**I. REFUND & DEADLINES POLICY:**

Refunds are computed as of the date the Bursars are notified of the withdrawal. The date of the request will determine the tuition liability for the course. Absenteeism in a course does not constitute an official withdrawal. Students will be held responsible for payment of all tuition and fees until an official withdrawal is presented to the Bursars in accordance with the following conditions:

1. Each program and/or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must inform the Continuing Education department in writing that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class or dismissal from class due to lateness does not entitle a student to a refund. A student is still liable for a full payment of the course.
4. No refunds or credits will be issued on the day of first class for classes that meet for only 1 to 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of **\$25.00** will apply toward each late payment and **\$10.00** for stop-payment (subject to change without notice).
7. A nonrefundable penalty of **\$10.00** will apply toward each late registration for a tuition course (subject to change without notice)

**II. PROCEDURE:**

1. Withdrawal or refund requests cannot be made by telephone, or through the instructor. All refund requests must be submitted in writing. E-mail is acceptable.
2. Refunds are granted if your written request to withdraw is received by our Bursar office as per the schedule listed below.
3. Requests sent by mail will be considered by the date they are postmarked.
4. Registration fee is non-refundable.
5. Material fees are not refundable unless a request is made two days before class starts.
6. Refunds will be made to the credit card or by check only to the payer of record. There will be no cash refunds.
7. Refunds for online courses are governed by specific rules associated with each provider. Online Certificate programs offer no refunds after the individual starts using the course resources.
8. **After the Second-Class Session, No Refunds or Credits will be Granted**

**For classes meeting 5 sessions or more, the following applies:**

<b>If student withdraws:</b>	<b>Student will receive:</b>
<ul style="list-style-type: none"> <li>• Up to 2 business days before the first class session</li> </ul>	<ul style="list-style-type: none"> <li>• 100% tuition refund or 100% tuition credit letter</li> </ul>
<ul style="list-style-type: none"> <li>• Before the second class session</li> </ul>	<ul style="list-style-type: none"> <li>• 50% tuition refund or 100% tuition credit letter</li> </ul>
<ul style="list-style-type: none"> <li>• After the second class session</li> </ul>	<ul style="list-style-type: none"> <li>• No tuition refund</li> </ul>

Initial \_\_\_\_\_