

PROCEDURE

Number: 43-03
Title: Continuing Education Refunds
Responsibility: Corporate and Workforce Development
Original Approval Date: 00/00/0000
Last Cabinet Review: 2/19/2025
Last Revision: 2/26/2025

Reference (Policy and/or Procedure)

SBTCE:
FDTC: 40-55 Continuing Education Program
Other:

Procedure Description

PROCEDURE

Requests for refunds must be made directly to the Corporate and Workforce Development Division office by email, mail, telephone or in-person. Automatic refunds will be processed on courses cancelled by the College.

Students who withdraw at least two business days (48 hours) before the course starts will receive a full refund, less a processing fee.

Students who withdraw from a course without giving at least two business days (48 hours) notice and students who do not show up for the first day of class will receive no refunds.

Students who transfer to a different section or a new course will be charged a transfer fee.