



Department of Continuing Education
Continuing Education Course Withdrawal and Refund Policy

For all students enrolled in a campus-based course:

Tuition: Tuition is due in full at the time of registration. Tuition payments may be made by check or credit card.

Refund Policy: To receive a full refund, students must cancel their enrollment 7 business days prior to the start date of the course. No refunds will be made after the date the course is held or if the student fails to attend the class. A full refund will be made if the College exercises its right to cancel a program or class for any reason.

Formal withdrawal from a class or program is the responsibility of the student. Failure to attend a session or giving the instructor notice is not a formal withdrawal. To withdraw, please contact us at (207) 216-4492.