

## **Please Read Carefully**

### **Class Cancellation Policy**

We do not like to cancel classes; however, at times it is necessary to cancel classes before the first meeting when enrollments are low. If the class is cancelled due to low enrollment, we will make every effort to notify registered students by phone 3 or more days prior to the start of the class. However, circumstances beyond our control may cause the class to be cancelled in a shorter amount of time before class start. For this reason, we must have a daytime phone number. Remember, early registration helps to ensure the viability of our scheduled classes.

### **Refund Policy**

No refunds are allowed for withdrawals requested less than three business days prior to the first class meeting and no refunds are allowed once the class has started. If you request a refund within four business days prior to the beginning of class there will be a \$20.00 return handling fee. Some individual classes have specific refund policies that supersede this policy. In these cases, the policy will be discussed at time of registration or in class, or listed on the course outline you will be provided. Any books or materials provided must be returned in the condition they were received. Please note that refunds may take 1-2 weeks to process.

### **Certificate Copies or Original Re-print Requests**

Copies of certificates issued for Workforce & Community Education classes can be requested. There is a \$5.00 processing fee per certificate copy requested. Re-prints of original certificates issued for Workforce & Community Education classes can be requested as well. There is a \$25.00 processing fee per original certificate requested. For certificates issued by other organizations, the processing fee for an original certificate may be more.

Please do not bring children to your class.