

Pine Technical College

Policy and Procedure

Policy Number: 216 **Date:** 08/13/01 **Revision Date:**
Division/Department: Academic Affairs **Author:** Jason Spaeth
Subject: Continuing Education Refunds

Authorities:
Customized Training/Continuing Education

Purpose:
Pine Technical College receives notices of cancellations from individuals enrolled in continuing education classes. Often times, these cancellations do not allow sufficient time to “re-sell” these spots to other individuals. As a result, courses have been offered and less total revenue has been received than anticipated or classes have been canceled due to late notice cancellations.

Policy:
Participants enrolled in any continuing education course can cancel a registration and receive a full refund if notice is given to the customized training/ continuing education division within five working days to the start of the class. No refunds will be issued without approval of the CT/CE director with less than 5 days notice.

Procedure:
Refund policy will be printed on all continuing education literature and on all continuing education registration forms.

Responsibilities:
As established above.

Dissemination:
All faculty and staff.

Reviewed by Executive Cabinet: 08/13/01
Reviewed by Faculty Senate: N/A
Reviewed by: Leadership Team

Approved: Date: 08/13/01