



Continuing Education & Economic Development
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CONTINUING EDUCATION REFUND POLICY

- ❖ **NO REFUNDS for Workshops** (Classes with **WKS** prefix.) You may substitute a colleague if you cannot attend or transfer enrollment fee to a different class; 100% refund if class is canceled by the college.
- ❖ **REFUND POLICY for Continuing Education Classes** (Classes with **CEU** prefix) will be approved ONLY under the following conditions:
 - **100% REFUND** of the course fee is approved:
 - When a CEU course is canceled by the College
 - When faculty member recommends that a student drop a non-credit course
 - When a student is deemed ineligible by the institution
 - When a student's death occurs during the period of enrollment
 - When a student officially withdraws or drops a CEU course **prior to the first** scheduled class meeting **date**.
 - **50% REFUND** of the CEU course fee is approved when a student officially withdraws or drops a CEU course **from/on** the first scheduled class meeting date and prior to the second class meeting date.
 - **NO REFUND** of CEU course fees is approved on or after the second scheduled class meeting date.

ONLINE Courses Refund Policies:

- ❖ **Education To Go (ed2go)**
 - **100% refund** of the course fee is approved when a student officially withdraws in writing from an ed2go online course prior to the date of lesson three's release for the session in which they are enrolled.
 - **No refund** is approved on or after the third lesson release date.
- ❖ **Regents Online Continuing Education (ROCE) – NO refund** after the ROCE classes start.
- ❖ **JER Group, Inc. – NO refund**
- ❖ **Gatlin Education Services – NO refund**
- ❖ **Flexstudy - American Management Association [AMA] Certificates – NO refund**

Continuing Education reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructor and room assignments as necessary.