

**POLICY**

Students registering for Continuing and Professional Education courses may withdraw and receive a refund according to the following schedule:

1. Full Refund Withdrawal up to four working days prior to the first meeting of the course.
2. No Refund Withdrawal within three working days prior to the first meeting of the course, and on or after the day the course starts.
3. No Refund will be issued for Continuing and Professional Education trips and/or ticketed events.

Adopted: October 27, 1975  
Revised: April 22, 1991  
Revised: February 28, 2000  
Revised: January 22, 2001  
Revised: August 22, 2005  
Revised: December 7, 2009