

# 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