



Terms and Conditions of Registration

CCPE Payment Policies

Payment

When you register for a course or certificate program at the Georgetown University Center for Continuing and Professional Education (CCPE), you incur the cost of tuition. You will not be able to participate until your tuition payment is settled. Please note that unless you officially withdraw as described below, you will still be responsible for all tuition and fee charges associated with the course or certificate program.

Cancellation of Certificate Programs and Courses

All courses are offered contingent upon sufficient enrollment. If a course must be cancelled, all students will be notified at least three (3) calendar days before the class's start date. All students will receive a 100% tuition refund.

Withdrawing from Certificate Programs and Courses

1. Go to the [MYSCS](#) Non-Credit Student Portal
2. Click [Log In to the Non-Credit Student Portal](#)
3. Log in using your NetID and password.
4. Click "My Schedule"
5. Click the orange Withdraw button to navigate to the CCPE Withdrawal/Refund Process webpage. Note: In order to view this webpage, your browser must allow pop-ups.
6. On the Withdrawal/Refund Process webpage, select the appropriate withdrawal/refund form based on your payment method.
7. Download, complete, and submit the appropriate form.

Refunds will be calculated based on the time that your completed form is received by the Office of Student Accounts at CCPE.

Students receive email confirmation messages upon successful online registration. It is ultimately students' responsibility to ensure registration and payment. Students should periodically review enrollment through the [MY SCS Non-Credit Student Portal](#). **Failure to receive an enrollment confirmation email message is not justification for seeking a refund.**

Refund Policy

Refunds are computed based on the date and time that a student's request to withdraw is received in writing by the Student Accounts Office at the Center for Continuing and Professional Education (CCPE). Prospective students who withdraw prior to the start of a course will receive a full refund of tuition paid, less the nonrefundable deposit and any applicable tuition fee (described below). All refunds are calculated on a per course basis.

Nonrefundable Deposit

The first \$100.00 of all course tuition charges, less the amount of any application fee a student has paid for application-based programs, is a nonrefundable deposit. This fee is required to cover expenses in connection with processing a student's enrollment at CCPE. No other nonrefundable fees are required prior to enrollment.

Grace Period

Withdrawal during grace period

At the time of registration, the prospective student has a grace period of three business days to withdraw his or her enrollment without penalty beyond the \$100.00 nonrefundable deposit described above. When registration occurs fewer than three days from the start of a course, the grace period will expire on the first day of the course.

Withdrawal after grace period

Students who withdraw after this grace period but prior to the start of a course will receive a 100% refund of tuition paid less the nonrefundable deposit and a tuition fee. The tuition fee will be \$100.00 or 15% of course tuition, whichever is less.

The following are examples of the refund policy (these examples assume no application fee has been paid):

Example (1): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Tuesday of that same week (before the start of the class); the prospective student will receive a refund of \$900.00.

Example (2): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Thursday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$900.00. The grace period will end on Friday at the start of the class.

Example (3): A course with a tuition charge of \$1,000.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$800.00 (full refund less the \$100.00 deposit and the \$100.00 tuition fee).

Example (4): A course with a tuition charge of \$350.00 begins on Friday night. The prospective student registers on Monday. The prospective student's withdrawal paperwork is received on Friday morning; the prospective student will receive a refund of \$197.50 (full refund less the \$100.00 deposit and the 15% tuition fee).

Withdrawing After the Start of a Course

For the purposes of calculating refunds, a prospective student will be considered a student beginning on the first day of his/her course and the following policy will apply.

If a student withdraws after a course begins, refunds will be made according to the following schedule:

Percent of Course Completed	Refund Percent
Withdraws or is terminated during the first quartile (25%) of the course	75%
Withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the course	50%
Withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the course	25%
Withdraws after completing more than three quartiles (75%) of the course	0

Please note that a class meeting is defined as one day in the classroom and often is not equivalent to a course section.

See examples at <http://ccpe.georgetown.edu>, click Resources and Policies.

Refund Process

Refunds will be issued to students within 45 days after receipt of a written request.

Schedule Changes

Program dates, fees, and faculty are subject to change. If a program is canceled, Georgetown University will refund the program tuition in full but is not responsible for travel, accommodations, or other expenses incurred by the participant.

Tuition Waivers and Discounts

Course tuition waivers are available based on the Center for Continuing and Professional Education [discount policy](#). No discounts may be applied retroactively. Students must have a discount code available at the time of registration in order to be eligible for reduced tuition rates.

Georgetown University Policies

Students are responsible for observing general University policies and regulations concerning student conduct found on the University website, www.georgetown.edu.

I have read and understand the above Terms and Conditions of Registration.

Full Name Printed

Signature/Guardian Signature if under 18

Date