



Standard Refund Policy

If you request to withdraw from a class and the request is received by the Community Ed Office three (3) business days prior to the start date, a refund will be granted, less a \$15 processing fee. **No refunds will be issued after the three (3) day notice.** Separate refund policy for Healthcare Training Programs, Trips and Travel. **Please call our office to request a refund or transfer.**

Motorcycle Refund Policy

Please call our office at 916-781-6280 to request to withdraw from a class; the request needs to be three (3) business days prior to the starting date, a refund will be granted, less a \$15 processing fee. **No refunds once class has started. Transfers needs to be done 24 hours before class start date. Please note there is "no refund" for transferred classes and only one transfer available. There is no guarantee of passage or licensure.**

Trips and Travel Refund Policy

Refunds will not be granted for trips unless the space is resold after the trip fills to capacity. If resold a \$15 processing fee will be retained.

Healthcare Training Refund Policy

If student requests to withdraw from the class it must be **submitted in writing** to the Community Education Office.

A refund will be granted under the following conditions and less the appropriate fees:

If received seven (7) business days prior to the starting date, the refund amount will be course fee LESS:
\$250 Administrative fee

If received prior to the third class meeting, the refund amount will be course fee LESS:
\$400 Administrative fee

*Plus prorated class attendance and consumable supplies to be calculated (varies by program;
up to \$450 depending on classes attended)

No REFUND will be granted after the third class meeting. Students who are dismissed from the program are not eligible for a refund.

These are intensive programs and we make no guarantee of completion or passage.