**Refund Policy:** A written request must be received at least 7 calendar days before the first day of class. Then, the class fee minus a $20 processing fee will be returned to the student. Please allow 3-4 weeks for processing. The student may transfer the full class fee to another course within 90 days of receipt of their request.

**High Technology/Certification:** require instructor permission. Tuition and fees are due in full at the time of registration and include a $200 non-refundable deposit. No refunds will be issued to High Technology or Certification students without written notice of intent to withdraw at least 2 weeks prior to the first day of class.

**Disability:** Do you have a physical or mental impairment that substantially limits one or more major life activity, such as seeing, hearing, speaking, walking, learning or working?

- [ ] Yes
- [ ] No

Persons with a disability may be eligible for support services and should contact the Disability Specialist in Bldg. 18.