

## **Program Tuition Refund Policy**

All requests to modify your CNA registration must be made by phone, email or in person to UWG Continue West. The primary contact information for UWG CE is PH: 678-839-6612, e-mail address is [dfleming@westga.edu](mailto:dfleming@westga.edu).

Student requests to withdraw from the class and be given a tuition refund, or transfer to a future class that are received at least five (5) business days prior to the first day of class will be given 1): A one-time transfer from the current course to a future course or 2): Receiving a full tuition refund minus a \$95 administrative fee.

Student requests to withdraw from the class or be given a tuition refund that are received less than five (5) business days prior to the first day of class, or a student that has previously been granted a transfer from one class to another, will receive a full tuition refund minus a \$145 administrative fee.

Student requests to transfer to another class that are submitted less than five (5) business days prior to the first day of class will only be approved in extreme hardship cases only and will be evaluated by the Program Coordinator and Lead Instructor on a case by case basis.

Student requests to withdraw from the class, or be given a tuition refund that are received after the class has started, a refund will be given less a deduction based on the following scale:

- On the first day of class up to 16 hours of instruction.....\$335 deduction
- 17 hours up to 32 hours of instruction.....\$435 deduction
- 33 hours up to 48 hours of instruction.....\$535 deduction
- 49 hours up to 64 hours of instruction.....\$635 deduction
- After 64 hours of instruction.....\$50 refund

In the event that UWG CE is forced to cancel a class we will provide you with a full tuition refund or transfer you to an equivalent course. No refund will be given to a student who fails the program.

All approved refunds will be processed via the same method as the original payment. Please allow 7 to 10 days for your refund to be received.