





## Business and Community Continuing Education Courses

### WITHDRAWAL / REFUND POLICY

100% refunds are granted for “on campus” classes including one or two day seminars, provided a withdrawal is requested twenty-four hours before the first class is scheduled to begin. NO refunds after the first scheduled class day.

Classes which are paid by cash, check, credit card or money order, refunds will be issued by Georgia Piedmont Technical College Accounting and Business Services. Refunds are mailed four to six weeks after the official date of withdrawal. No refunds will be credited to the student's credit card.

Students registering and paying for Continuing Education Classes Online will be granted a 100% refund after notification is made to the Continuing Education Department before the 6<sup>th</sup> business day from class start date. Payments are refunded to the credit/debit account on record at the time of enrollment.

### NOTICES FOR YOUR INFORMATION

Continuing Education (non-credit) “on-campus” classes and seminars are subject to cancellation in the event of inadequate enrollment.

Continuing Education (non-credit) classes and seminars cannot be converted to credits and cannot count toward degrees, diplomas, or technical certificates of credit.

### Statement of Equal Opportunity

As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

ADA Coordinator: Candice Buckley, Dean of Student Affairs, Georgia Piedmont Technical College, Bldg. A-103, 495 North Indian Creek Drive, Clarkston, GA 30021 (404) 297-9522, extension 1111.

Title IX Section 504 Coordinator: Sadie Washington, HR Director, Georgia Piedmont Technical College, Bldg. A-157, 495 North Indian Creek Drive, Clarkston, GA 30021 (404) 297-9522, extension 1232.

This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College administered programs, including a Workforce Investment Act of 1998, (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.