

# Frequently Asked Questions

## What are Continuing Education courses?

- Continuing Education courses are classes that help enrich your current knowledge of a particular subject matter or skill. They are usually short-term classes and can run anywhere from 1 day to a few months. These classes are considered non-credit classes as you do not receive a traditional grade of “A”, “B”, “C” etc. Instead, you receive a grade of Satisfactory or Unsatisfactory. When you complete a Continuing Education course, you will receive a Certificate of Course Completion. Some of our courses do lead to a Professional certification. If so, it will be noted on the course page.

## Do I need to apply for admission into Georgia Piedmont Technical College to take a Continuing Education course?

- No. Continuing Education Courses are *not for college credit*, therefore formal admission is not required for our Continuing Education Courses.

## How do I register for a Continuing Education Course?

- Submit your contact information on the non-credit registration request application to Kevin Lane [lanek@gptc.edu](mailto:lanek@gptc.edu). Be sure to note the course that you are interested in by listing it on the application.
- You may also mail or hand deliver a non-credit registration request application to the GPTC’s Newton Campus, 8100 Bob Williams Parkway, Covington, GA 30014.

## How can I pay for the course?

- Receipt of payment is the only way to confirm your seat in a course.
- We accept all credit/debit cards, checks, and money orders.
- Credit/debit card payments can also be accepted over the phone by calling 404-297-9522 ext. 5009.
- Checks and money orders must be delivered to the GPTC’s Newton D Building, 8100 Bob Williams Parkway, Covington, Georgia 30014.
- Registration deadline is one week prior to the start of the course.

## Can I reserve my spot with a partial payment?

- No, we will only accept full payments for our courses.

## Can I pay for my Continuing Education class on the day it starts?

- No, all payments must be received by the payment deadline, which is one week prior to the start of the course.

## **Cancellations**

- Most classes have a minimum number of students that will ensure adequate enrollment; which is why we require registration at least one week prior to class. If enrollment is under the required number you will be notified of cancellation at least 3 days before class is to begin. You will be refunded in full.

## **Refunds**

- 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. Please submit your withdrawal request by email to Kevin Lane at [lanek@gptc.edu](mailto:lanek@gptc.edu) .
- Students registering and paying for Online Continuing Education Classes 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 by **check only** to the student’s record on file at the time of enrollment.

