



## Georgia Northwestern Technical College Training Fee Policy Guideline

### Cancellations

To cancel a course and receive registration fee reimbursement, a written notice must be submitted (email is acceptable) to the Office of Economic Development at least 72 hours before the course start date. After 72 hours, course registration fees are non-refundable. If Georgia Northwestern Technical College cancels a course, the student will receive a full refund or transfer to the next available course, whichever the student prefers. Course dates and times are subject to change.

**Fees:** A \$20 cancellation fee is charged per student per course. For course registrations of more than \$200 per person, a 10% cancellation fee is charged.

### Substitutions

Substitutions may occur for a student if notification is made by phone or email at least 72 hours before the course start date. Student substitutions will not be granted after 72 hours of the course start date, and a refund will not be administered.

**Fees:** A \$10 substitution fee is charged per student per course.

### Transfers

Students may transfer to a different class of equal or greater cost if notification is made by phone or email at least 72 hours before the course start date. The class to which one transfers must be previously scheduled and must be made within the same fiscal year (July 1 - June 30). If the class to which the student transfers is greater in cost than the class transferred from, the Office of Economic Development will charge the student through the same method of payment initially used. Transfers will not be granted after 72 hours of the course start date for the class originally registered, and a refund will not be administered.

**Fees:** A \$10 transfer fee is charged per student per course.