

As part of its commitment to lifelong education, RVCC offers a variety of non-credit continuing education courses and programs for non-academic credit. All relevant College policies and the following specific policies apply to the College's continuing education courses and programs. Individual courses and programs may have additional policies and/or requirements.

DEFINITIONS

Payment – Full payment of all tuition and fee charges, or making approved payment arrangements.

Refund Period – Five or more business days prior to the start of the first class date.

Minimum Enrollment Threshold - the minimum number of students required to run the course.

REGISTRATION

A student's registration is not official until payment has been made.

Enrollment for specific continuing education programs/courses may be open to the general public or may be restricted to specific student populations.

An official Registration Form is required for all Continuing Education courses. Full payment of all tuition and fees, certification of an appropriate payment waiver, or confirmation of third party payment must accompany each Registration Form. Incomplete Registration Forms or payments are not processed.

ENROLLMENT RESTRICTIONS

The College reserves the right to limit enrollment or to combine/cancel continuing education courses/programs as may be necessary.

Tuition waivers can only be used after the class meets its minimum enrollment threshold.

When required for specific courses/programs, only students who have passed criminal history background checks, or other required screening procedures, may enroll in certain continuing education courses. If a student enrolls in a continuing education course that has such a restriction, and the results of a background check or other screening procedure later indicate that the student has a criminal history or other disqualifying condition, the College reserves the right to withdraw the student from the continuing education course without refund of tuition or fees.

PAYMENT POLICY

Payment for continuing education courses should be made in full at time of registration.

Unpaid student registrations for any course are subject to cancellation.

Registrants receiving State or Federal grants must meet with the appropriate individual in the Workforce Development Division to process grant paperwork and confirm grant funding. All fees not covered by the grant must be paid for in full at time of registration.

Payment may be made by cash, check, approved credit card, or automated clearing house (ACH) transaction. Students with outstanding financial obligations to the College are denied registration, grade reports, official transcripts, diplomas, and graduation certification until all financial obligations are satisfied.

REFUND POLICY

A student enrolled in a course section that is cancelled by the College is given the opportunity to enroll in an alternate course section or to receive a full refund of all tuition, registration fees, and materials fees associated with the cancelled course section.

A student who withdraws from a course section during the Refund Period receives a 100 percent refund of all tuition and materials fees associated with the course. The registration fee is not refunded. After the refund period, no tuition or fees shall be refunded.

Responsible Administrator – Dean for Advancement and Strategic Initiatives

Revised May, 2013

Communication – This policy is communicated to the College community in the following documents:

College Catalog, College Website, Student Handbook, Term Schedule of Classes