

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 8.3.3  
Title: Continuing Education - Course Cancellations  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended.  
Responsibility: Vice President for Workforce Development  
and Continuing Education

Original Approval Date: 05-12-1994  
Last Cabinet Review: 01-05-2017  
Last Revision: 01-05-2017

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Chairperson

Public occupational upgrading and public personal interest classes require a minimum number of fully paid students to meet the institutional budgetary requirements. The minimum number of fully paid students may vary from one year to the next.

Horry-Georgetown Technical College reserves the right to cancel or delay a class if the minimum number of fully paid students has not registered.

Exceptions to the minimum number of fully paid students may be made if the instructor is willing to accept a reduced hourly pay rate to enable the class to be held; or if the class is determined to be essential to fulfill certificate completion or other program completion requirements as deemed appropriate by the Vice President for Workforce Development and Continuing Education.