

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.3.5
Title: Continuing Education - Refunds
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: 01-14-1993
Last Cabinet Review: 01-05-2017
Last Revision: 01-05-2017

Chairperson

A 100 percent (100%) refund will be issued if the College cancels a class offered through the Continuing Education Division.

The College must be notified at least one working day before the class begins if a student wishes to withdraw his/her registration and receive a full refund. Some classes may require more notice as determined by the Vice President for Workforce Development and Continuing Education.

No refunds will be issued after the class begins, unless extreme extenuating circumstances exist and the Vice President for Workforce Development and Continuing Education approves the refund.

The refund policies for seminars and conferences vary and are printed in the appropriate promotional brochure.