



**WITHDRAWAL / REFUND POLICY**

No refund will be granted for one or two day seminars unless withdrawal is requested twenty-four hours before the class is scheduled to begin.

Students desiring to withdraw from classes for any reason must secure the proper withdrawal form from the Office of the Registrar at the campus or center where you registered. This form must be completed and returned. The day the completed form is received is the official day of withdrawal.

Students registering for classes which are not one or two day seminars will be entitled to a 100% refund before the first scheduled class meeting. Students withdrawing beyond the first scheduled class meeting will be entitled to a 75% refund for the first 7 calendar days including the first scheduled class day. There will be no refund beyond the 7th calendar day after class begins.

All refunds are issued by the DeKalb Tech Business Office. Refund checks will be mailed four to six weeks after the official date of withdrawal.

**NOTICES FOR YOUR INFORMATION:**

Continuing Education (non credit) classes and seminars are subject to cancellation in the event of inadequate enrollment.

Continuing Education (non credit) classes and seminars cannot be converted to credits and cannot count toward degrees, diplomas, or technical certificates of credit.

If payment is made by credit card and the student subsequently withdraws, DeKalb Technical College will forward a refund by mail in the form of a check. No refunds will be credited to the student's credit card.

*As set forth in its student catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Title IX/Section 504 Coordinator: Daisy Davis, Assistant Dean of Instruction*

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