

# **Payment Plan, Cancellation and Refund Policies**

## **Payment Plan**

If you choose the payment plan option, you are required to meet all of your payment deadlines. You will receive your payment due dates prior to the start of the program. Failure to meet payment deadlines will result in your immediate dismissal from the program. No refunds will be issued.

## **Payment in Full**

If you choose the payment in full option, your class fees are due 48 hours prior to the class start date. If your payment is not received, and you have not officially withdrawn from your program by notifying us via email or mail, one week prior to the start date, you will be charged a \$50 processing fee, and you will be withdrawn from the class.

## **Refunds**

To receive a refund minus a \$50 processing fee, we must receive your written cancellation request at least one week prior to the program's start date. Please include your full name, address, phone number, and the program title. Please inform us by:

**Email:** [suzanne.suddarth@greensboro.edu](mailto:suzanne.suddarth@greensboro.edu)

**Mail:**

Program Director, Certification Development & Innovative Programs  
Greensboro College  
815 West Market Street  
Greensboro, NC 27401-1875

Please contact the program director at 336-272-7102 ext. 5760.