

CANCELLATION POLICY

The UNCW CE program reserves the right to cancel or reschedule events that are below the minimum participant enrollment requirement. Should a cancellation occur, program staff will contact the participant about the cancellation or about alternative program events.

REFUND POLICY

In the event that a registered participant is unable to attend the course that they enrolled for, they must notify the program staff at counselingcenterCE@uncw.edu or by telephone at 910-962-3746 a minimum of three full business days in advance of the workshop in order to receive a full refund (minus a \$25 processing fee). Cancellation requests received after this deadline will not be eligible for any refund.

In the event that we cancel a course, we will try to reschedule and automatically place registered students in the new offering (registrants will be notified of the new date). If a student is unable to attend on the new date, a refund will be issued if we are notified in writing at least three full business days prior to the rescheduled class. If we are unable to reschedule or the participant is unable to attend the new date and notifies us three business days in advance, a full refund will be issued.

Payments made by credit card will be refunded to the credit card used for payment. For registration payments by check, we will issue a refund check within 8 weeks payable to the name and address on the registration form.

RETURNED CHECKS

Checks returned due to insufficient funds will be assessed a \$28 fee.