



SUBJECT: Lifelong Learning

POLICY: 806.1 Cancellation and Refund

RELATED PROCEDURE:

EFFECTIVE: January 2017

REVISED:

REVIEWED:

Policy

Community Enrichment/Professional Development

If a class is dropped at least three (3) working days prior to the first day of class, the full amount of registration and supply fees will be refunded.

If a class is not dropped at least three (3) working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed.

In certain instances, exceptions to this policy may occur for drops occurring less than three (3) working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to:

Director of Lifelong Learning
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405

or through email at lifelonglearning@gfcmsu.edu.

If the Center for Lifelong Learning cancels a class, students will receive a 100% refund on all tuition and fees.

Customized Training

If you have signed up for a customized training, the cancellation date is outlined in the signed agreement and will be followed.

Welding Testing

All welding tests must be paid prior to the test. If you need to cancel for any reason, you must let the testing center know as soon as possible and a decision on the refund will be made based on the tests you are cancelling.