

CANCELLATION AND REFUND POLICY

In order to guarantee enrollment in the training workshop, payment is collected at the time of registration. As a post-secondary institution, community college, payment of registration is required upon enrollment.

TRAINING WORKSHOPS

1. Participants are entitled to a **FULL** refund of fees paid if College of the Desert cancels the training workshop and the participant decides not to transfer to another training workshop.
2. If a participant withdraws from a training workshop, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from a training workshop is up to five (5) business days prior to the start date.	100% refund of the training workshop, less a \$25 processing fee.
0%	After five (5) business days prior to the start date.	Funds are non-refundable and non-transferable after this date.

CAREER TRAINING PROGRAMS

1. Participants are entitled to a **FULL** refund of fees paid if College of the Desert cancels the Career Training Program (CTP) and the participant decides not to transfer to another CTP.
2. If a participant withdraws from a CTP, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from a CTP to receive a 100% refund is up to five (5) business days prior to the start date.	100% refund of the CTP registration fee, less a \$25 processing fee. * +
80%	The Deadline to withdraw from a CTP to receive an 80% refund is through the 2 nd day of instruction.	80% refund of the CTP registration fee, less a \$25 processing fee. * +
0%	After the 2 nd day of instruction	Funds are non-refundable and non-transferable after this date.

** Textbooks cannot be returned and the participant is responsible for payment, which will be deducted from the refund.*

+ \$100 Processing Fee for those who are on a payment plan.