



<b>SUBJECT:</b>	Continuing Education & Training			
<b>POLICY:</b>	801.6 Cancellation & Refund			
<b>PROCEDURE:</b>				
<b>EFFECTIVE:</b>	January 2017	<b>REVISED:</b>	November 2023	<b>REVIEWED:</b>

## Policy

### **Continuing Education & Training Workforce Development**

If a participant withdraws or drops a class at least ~~three (3)~~ two (2) working days (48 hours) 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)~~ two (2) working days (48 hours) 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)~~ two (2) working days (48 hours) 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:

Executive Director of Career & Technical Education  
Great Falls College MSU  
2100 16th Avenue South  
Great Falls, MT 59405

or through email at [cet@gfcmsu.edu](mailto:cet@gfcmsu.edu).

If the college cancels a class, students will receive a 100% refund on all tuition and fees.

### **Customized Training**

If you have contracted 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 certified welding inspector know as soon as possible and a decision on the refund will be made based on the tests you are cancelling.