



Policy Source: Gwinnett Tech	Owner: Director, Continuing Education	Effective: 4/1/15
Division: Continuing Education	Revised Date: 1/2016, 3/2019, 1/2021 Revised:	

8.7 GT Withdrawal Policy

Notwithstanding the refund policies indicated above in the Fees – Policies and Refunds section, a student may request an exception to this fee policy by completing and submitting a Request for an Exception to Continuing Education Policy form. The form may be obtained from the Continuing Education Department upon request. Submission of the form must be made by no later than thirty (30) days after to the published start date of the first class for the course. The request will be reviewed by a designated director from the department and a decision will be communicated to the student participant within seven (7) of receipt of the request form. The student may appeal the decision made by the designated director through a written appeal to the vice president of economic development. A written response shall be provided to the appellant within seven (7) days from receipt of the request. The vice president of economic development may request additional information and/or documentation from the student prior to rendering a decision. All decisions rendered by the vice president are final.