



Policy Source: Gwinnett Tech	Owner: Continuing Education	Effective 4/1/15
Division: Economic Development	Reviewed: 1/2016, 3/2019, 2/2026 Revised: 2/2026	

8.3 GT Fees – Policies and Refunds

Students enrolled in noncredit courses provided through the Continuing Education Department are required to pay the full amount of the published registration fee prior to attending the course. Except where payment arrangements are otherwise provided, payment shall be due prior to the start date of the first class.

Students enrolled in continuing education courses are provided a full refund if a written request for withdrawal is submitted up to 48 hours prior to the published start date and time of the first class or if the course is cancelled by the department. An administrative processing fee of \$15 will be deducted from the amount refunded. A refund of 50% of the registration fee is provided if the student withdraws within 48 hours prior to the start date and time of the first class, less an administrative processing fee of \$15. Students enrolled in courses consisting of multiple days may request a refund after the published start date by submitting a written refund exception request to be approved by the vice president.

No refund will be provided to an enrolled student after the published start date of the first class. A student who does not attend the first class and fails to inform the department of his/her intent not to attend future classes will be charged for the entire course, including the cost of any assigned books and instructional materials. A stop-payment on a check, credit card or other form of electronic payment does not exonerate the student's obligation to pay for the course.