

## **UWG CNA Tuition Refund Policy**

All requests to modify and/or cancel your CNA registration must be made in writing or in person to the UWG Continuing Education Department (UWG CE). The primary contact information for UWG CE is PH: 678-839-6611, FAX: 678-839-6610, e-mail is [conted@westga.edu](mailto:conted@westga.edu) and mailing address is University of West Georgia, Department of Continuing Education, 1601 Maple Street, Carrollton, GA 30118.

Student requests to withdraw from the class, or be given a tuition refund, that are received at least five (5) business days prior to the first day of class will be given the option of 1): A one-time transfer from the current course to a future course or 2): Receiving a full tuition refund minus a \$50 administrative fee. If a student has already received their textbook, there will be an additional deduction of \$75, for a total deduction of \$125.

Student requests to withdraw from the class or be given a tuition refund that are received less than five (5) business days prior to the first day of class, or a student that has previously been granted a transfer from one class to another, will receive a full tuition refund minus a \$125 administrative fee. If a student has already received their textbook, there will be an additional deduction of \$75, for a total deduction of \$200.

Student requests to withdraw from the class, or be given a tuition refund that are received after the class has started, a refund will be given less a deduction based on the following scale:

- On the first day of class up to 16 hours of instruction.....\$335 deduction
- 17 hours up to 32 hours of instruction.....\$435 deduction
- 33 hours up to 48 hours of instruction.....\$535 deduction
- 49 hours up to 64 hours of instruction.....\$635 deduction
- After 64 hours of instruction.....\$50 refund

In the event that UWG CE is forced to cancel a class we will provide you with a full tuition refund or transfer you to an equivalent course. No refund will be given to a student who fails the program.

All approved refunds will be processed via the same method as the original payment. Please allow 30 days for your refund to be received.