

## 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.

If a request for a tuition refund is made more than five (5) business days prior to the first day of class you will be given the option of 1): Transferring from your current course to a future course or 2): Receiving a full tuition refund minus a \$50 administrative fee. If you have already received your textbook, there will be an additional deduction of \$75, for a total deduction of \$125.

If a request is made less than five (5) business days prior to the first day of class unless you have experienced a serious circumstance which is deemed to be beyond your control (i.e. Act-of-God, accident, injury, sudden illness), you will be given the option of 1): Transferring to a course scheduled to start at a later date or 2): Receiving a full tuition refund minus a \$125 administrative fee. If you have already received your textbook, there will be an additional deduction of \$75, for a total deduction of \$200.

If a request is made after the class has started, a refund will be given less a deduction based on the following scale:

- After the first day up to 16 hours of instruction.....\$275 deduction
- 17 hours up to 32 hours of instruction.....\$350 deduction
- 33 hours up to 48 hours of instruction.....\$450 deduction
- 49 hours up to 64 hours of instruction.....\$550 deduction

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 refunds will be issued by UWG and will be mailed to your address of record. Please allow 30 days for your refund to be processed.