

 Methodist College UnityPoint Health	Page # 1 of 1	Section:	Policy#: A-91
	Approval: <i>Dr. K. P. A. Garrison</i>	Date: 2-17-2017 Review by: 2-17-2020	
	Date Revised: NEW		
	Policy/Revision Submitted by: Dr. Deborah Garrison		
SUBJECT: Continuing Education Program Cancellation and Participant Reimbursement			

I. POLICY:

This policy explains how reimbursements are made by the College to participants registered for continuing education events. This policy is limited to continuing education programs and does not cover students enrolled in courses or programs that award college credit.

II. PROCEDURES:

Participants for all continuing education courses will pre-register and pay through the Methodist College website. The College website utilized a third party (Event Brite) to process payments.

Registrants wishing to cancel their registration for a continuing education event may do so by following this process:

- Notify the Chair of Career Pathways and Continuing Education of their cancelation at least two business days prior to the event in writing via email.
- The Chair will then reimburse the registration fee through the third party payment process system (Event Brite).
- A \$15 processing fee will be assessed to the reimbursement

In the event that Methodist College must cancel the continuing education event (weather, speaker cancelation), all registration fees will be reimbursed to registrants through the third party payment processing system (Event Brite) as soon as possible.

III. GENERAL INFORMATION:

An explanation of this policy must be clearly published with all registration materials for all continuing education events.

An explanation of this policy will be clearly published on the continuing education page of the College website.