

## CPE Course Policies 2018

### Registration Policy

- To register for a CPE course with a credit card, sign up online at [www.iu19.org](http://www.iu19.org) and follow the online instructions.
- If paying by check or money order, please remit payment in *full* to NEIU 19 1200 Line Street Archbald, PA 18403 Attn: Nadine Homentosky. Please include print outs of all online registration confirmations for each course being paid for.
- If a course has reached the maximum occupancy, we recommend participants join that course's waiting list or sign up for another CPE course offering.
- Standard enrollments will be processed online up until 7 days before the course start date. At that point, the enrollment window for standard online enrollment will close.
- Participants are able to enroll late up until 3 days before the course start date with the addition of a **late enrollment fee of \$100.00 per course processing fee** due in full along with course payment on or before the first day of the course.
- **ALL standard enrollment payments are due in full on or before 7 days before the course start date unless utilizing late enrollment.**
- **Any standard enrollments not paid-in-full by 7 days before the course start date be dropped from the roster.**
- **Any enrollments dropped within the window of 7 days before and 5 days after the course start date will be subject to a \$60.00 per course penalty.**
- To drop a Continuing Education course before the payment has been sent: call Nadine Homentosky at 570-876-9291 to be removed from the course.

### Course Cancellation Policy

- If a course is cancelled due to insufficient enrollment, all **paid** participants will have the option to receive either a 100% refund, or use their paid tuition fees as credit to be applied to any other available future CPE course. Course participants will be notified if any courses they signed up for are being cancelled within 7 days of the scheduled course start date.

## **Refund Policy**

- **Refunds will not be issued for any CPE course registration unless one or more of the following exceptions are met:**
  - **The course is cancelled due to insufficient enrollment, and the participant has pre-paid the tuition.**
  - **The participant drops the prepaid course enrollment during the drop window (subject to a \$60.00 per course penalty).**
  
- **No refunds or credit will be issued for any courses earning a FAIL score for the overall course.**

## **Weather Policy**

### **Inclement Weather (Face to Face Courses)**

- **In the event of inclement weather (or anticipated inclement weather), the course instructor will notify you via email and/or phone.**