



## Administrative Policy

Policy Title:	<b>CCE Course Cancellation Policy</b>
Policy Number:	1803
Date Adopted:	04/4/2012.
Version:	5.00
Review Cycle:	Annual
Date Last Reviewed:	09/20/2023
Office Responsible:	Corporate and Continuing Education
Reviewing Committee:	Customer Focused
Related Policies:	
Related Laws:	

### Policy Summary: CCE Course Cancellation Policy

The Jackson College Corporate and Continuing Education (CCE) Course Cancellation Policy pertains to the courses offered exclusively by the CCE department and specifies the time periods and circumstances for which refunds will be granted.

### Policy Statement

If a CCE course is cancelled: Students/participants will receive a full refund for all courses and workshops cancelled by the College (or sometimes the option of being transferred to another course). A full refund will be given to students/participants who officially drop a course by 5 p.m. at least ten business days prior to the first-class meeting, and half a refund thereafter. A student's failure to attend does not constitute an official drop and no refunds will be granted. Jackson College will enforce all other online and contracted companies' refund policies. Any special refund policies must be clearly stated in the course descriptions.

### Online Self-Paced Course Refund Policies:

A full refund will be given to students/participants who **do not log any hours** in the class.

Course/College Information:

1. Information in the schedule is subject to change. Every attempt shall be made to notify participants of class changes.
2. Classes are cancelled when the College is closed. Students/participants are encouraged to visit the College's website at [www.jccmi.edu/info/closings.htm](http://www.jccmi.edu/info/closings.htm), or tune in to K105.3 for information on College closings due to weather.

Date Of Change	Version	Description of Change	Responsible Party
7/1/2011	1.0	Initial Release	H. Harback
5/27/2014	2.0	Bi-annual review	T. Matz
12/10/2015	3.0	Update for style guide	D. Schissler
02/21/18	4.0	Bi-annual review –no updates	T. Matz
6/8/2023	5.00	Bi-annual review	A. Collins