



CONTINUING EDUCATION

Payment Policy

A 50% deposit is required prior to the start of the course. Balance is divided among the length of the course and will be paid on a weekly/bi-weekly basis.

- If a student misses 2 payments consecutively, the student will receive written warning that if payments do not resume within 7 days and past payments are made so the student's account is current, they will be removed from the training
- Certificate will not be awarded to student until course is paid for in full
- A \$25 fee will be charged for any returned checks.

Cancellation and Refund Policy

Johnson College reserves the rights to cancel, combine, or divide any programs offered through the Continuing Education Department. The College also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location, or any other phase of activity necessary without further notice and without incurring obligations. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions, or other conflicts.

Due to the structure and content of our occupational and professional continuing education courses, some programs may have deadline dates and different refund policies than those listed here. Please consult the Continuing Education Department if you have a question. **Please Note: You are not officially registered for the course without a signed course agreement and if a balance is required, a payment plan schedule prior to the first day of classes. Johnson College accepts money order, check or credit card.**

Should you have any questions as to the status of the program for which you have registered, you may contact the Director of Continuing Education at (570)702-8924.

Withdrawals must be submitted in writing. The date of receipt in the Continuing Education office is the date in which we will calculate the refund. Non-attendance does not constitute a withdrawal.

Refund Schedule

- 100% refund when the college cancels a course.
- 100% refund if you withdraw from a course 6 or more business days prior to the first class session.
- Fifty dollars fee (\$50) will be deducted from your tuition for withdrawal less than 5 business days prior to the first class session to cover registration and administrative fees.
- No refund if you withdraw from a course after the start of the first class session.

Any refunds will be paid via hardcopy check and mailed to your address on record within 4 weeks. Refund is made to the payer of record.

Note: The word "course" refers to all tuition/fee programs offered through the department.

Programs and activities offered as part of Johnson College's Continuing Education Department are not included in the scope of recognition of the Accrediting Commission of Career Schools and Colleges (ACCSC), the College's accrediting agency.