



Johnson College's Continuing Education 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 unless 100% payment is received 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 us at (570)702-8924.

Withdrawals need to 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 withdrawal from a course one week or more before the first class session.
- Fifty dollars fee (\$50) will be deducted from your tuition for withdrawal within one week of the first class session and prior to the second class session to cover registration and administrative fees.
- No refund if you withdraw from a course after the start of the first class session.

If you paid by credit card your refund will be credited to your account within one week of the cancelled course or written withdrawal. If you paid by check or money order your refund will arrive in 4-6 weeks. Refund is made to payor 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 of Technology (ACCSCCT), the College's accrediting agency.