

CANCELLATION POLICY

Cancellations received two (2) weeks before the start of a course will be entitled to a full refund of the program fee. Cancellations received less than two (2) weeks before the course start date will be entitled to a refund, less a \$25 late cancellation charge. No refunds will be given for cancellations received on or after the course start date or for no-shows.

The University will make every effort to provide an alternate plan when cancellation is due to weather and other unforeseen circumstances. No refunds will be provided when more than 50 percent of the services have been rendered. Participants with documented personal or family medical emergencies who need to cancel their registration or withdraw from a program after the program's cancellation/refund deadline may request, in writing, that an exception be made to the program's refund policy before the final date of the program.

Requests should be addressed to:

Dr. Jane Smith, Director of Continuing Education and Summer School
Fayetteville State University
College of Business and Economics – Suite 130
1200 Murchison Road
Fayetteville, NC 28301 or emailed to ContinuingEdu@uncfsu.edu.

Your written request should clearly describe the nature of the circumstance and the reason why you believe the program's published refund policy should not be applied. If, upon receipt of your request, we determine that we will need additional information, we will contact you. All written requests will be given careful consideration under the Office's established review processes and you will be formally notified of the action taken on your request as soon as possible.

Complete and return both forms below to the Office of Continuing Education and Summer School so that your refund may be processed.

[Vendor Information form](#)

[W-9 form](#)