



# POLICY

Category	
11-04 Registrations and Refunds for Non-Credit Training	
Approval	
LC Approved: 3/15/13	
Effective Date: 3/15/13	
Revised:	
Responsible Party: Executive Director for Advancement & Employer Services	

## Refunds for Non-Credit Training

### Policy Statement

**Training Registration:** Registration in a non-credit training program constitutes responsibility for payment.

- ♦ Payment is due by the stated due date for each training program and may be made by check, cash, or approved credit card. Payment is due to the Business Office of Wichita State University Tech (WSU TECH).
- ♦ Employers and other organizations may be permitted to make payment arrangements by issuing a purchase order with terms of net 30 days following the date of registration. Acceptance of purchase orders will normally be approved for those employers and organizations having good payment history with WSU TECH.
- ♦ A registration holds a seat in the training program only with receipt of payment or with receipt of an approved purchase order.
- ♦ Payment or an approved purchase order must be received at least 2 days prior to the start date of the training, unless an earlier payment date is established in the training program announcement.
- ♦ If an employer or organization agrees to pay for a training program and then does not pay, the trainee is personally responsible for payment.

### Cancellation and Refund:

- ♦ Full refunds will apply for any non-credit training program cancelled by WSU TECH.
- ♦ To receive a refund, cancellations by trainees, employers, or organizations must be in writing and must be received at least five calendar days before the start of the training, unless an earlier or later cancellation date is established in the training program announcement.
- ♦ Some training programs involve a service fee for cancellations. Such service fees are disclosed in the training program announcement.

- ◆ Although a refund is not provided for cancellations received after the cancellation date, substitutions of trainees meeting course eligibility requirements are normally permitted.
- ◆ Non-attendance does not constitute a cancellation and does not constitute a notice of cancellation.
- ◆ Billings will be issued for registrations that are not paid and not cancelled by the cancellation date.
- ◆ Collection processes will apply for past due billings.