



**Cancellation and Refund Policy For:**

***Short Term Training and Workshops***

- Participants are entitled to a **FULL** refund of fees paid if the training or workshop is cancelled by the College of the Desert and the participant decides not to transfer to another Training or Workshop.
- If a participant withdraws from a training or workshop, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from a training or workshop is up to five (5) business days prior to the start date.	A 100% refund will be issued, less a \$25 refund processing fee.
0%	Start Date	No refund will be issued on or after this date.

***Career Training Programs – PAID IN FULL***

- Participants are entitled to a **FULL** refund of fees paid if the Career Training Program is cancelled by the College of the Desert and the participant decides not to transfer to another Career Training Program.
- If a participant withdraws from a Career Training Program, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from training to receive a 100% refund is up to five (5) business days prior to the start date.	A 100% refund will be issued, less a \$25 processing fee. This refund includes the cost of books/tools or supplies if returned not opened or used. <i>If the books have been opened or used they cannot be returned and the student is responsible for payment, which will be deducted from the refund.</i>
80%	The Deadline to withdraw from training to receive an 80% refund is through the 2 <sup>nd</sup> day of instruction.	An 80% refund will be issued, less a \$25 processing fee. This refund includes the cost of the books/tools or supplies if returned not opened or used. <i>If the books have been opened or used they cannot be returned and the student is responsible for payment, which will be deducted from the refund.</i>
0%	After the 2 <sup>nd</sup> day of instruction	No refund will be issued after the 2 <sup>nd</sup> instructional day.

**Career Training Programs – PAYMENT PLAN**

1. Participants are entitled to a **FULL** refund of fees paid if the Career Training Program is cancelled by the College of the Desert and the participant decides not to transfer to another Career Training Program.
2. If a participant withdraws from a Career Training Program, refunds will be processed as follows:

RATE	DEADLINE DATE	REFUND
100%	The Deadline to withdraw from training to receive a 100% refund is up to five (5) business days prior to the start date.	<p>A 100% refund will be issued, less a \$100 processing fee. This refund includes the cost of books/tools or supplies if returned not opened or used.</p> <p><i>If the books have been opened or used they cannot be returned and the student is responsible for payment, which will be deducted from the refund.</i></p>
80%	The Deadline to withdraw from training to receive an 80% refund is through the 2 <sup>nd</sup> day of instruction.	<p>An 80% refund will be issued, less a \$100 processing fee. This refund includes the cost of the books/tools or supplies if returned not opened or used.</p> <p><i>If the books have been opened or used they cannot be returned and the student is responsible for payment, which will be deducted from the refund.</i></p>
0%	After the 2 <sup>nd</sup> day of instruction	No refund will be issued after the 2 <sup>nd</sup> instructional day.