



SOUTHWESTERN
COLLEGE
PROFESSIONAL STUDIES

NON-CREDITED COURSE TERMS & CONDITIONS

On-ground courses:

Enrollment and Class Confirmation

You will receive an enrollment acknowledgement via email within three days of enrolling in class. *This does not mean the class will occur.*

You will receive a class confirmation via email no later than 3 weeks prior to the class start date confirming that the class will be held. *Nonrefundable travel reservations should NOT be made before receiving class confirmation.*

If the class has been rescheduled or cancelled, notification of the change in class status will be sent via email 3 weeks prior to the start of class.

Payment

Payment, or fully executed payment paperwork, is preferred at the time you register but is due no later than ten (10) business days prior to the start of class.

Methods of Payment include:

- Credit card
- Check, Money Order or Cashier Checks
- Fully executed, authorized and signed employer/government forms

Credit card Payments can be processed online at https://scps.formstack.com/forms/ccl_it_registration or by calling 888.684.5335 ext. 3360

Checks and employer/government forms should be sent to:

Southwestern College
Center for Corporate Learning
2040 Rock Road
Wichita, KS 67207

Accommodations and meals are not included in the tuition fee.

Refunds, Student Substitutions and Cancellations

Refunds are available for enrollments cancelled eleven (11) business days or more prior to the start of class. Ten (10) business days or less prior to the class start date, full payment is due.

Students can be substituted up to 3 business days prior to the class start date.

Students who fail to attend class will be charged full tuition.

Full attendance is required to receive a class completion certificate. In cases of illness or an unavoidable emergency that results in partial attendance, please contact Denise Sherman at 316.866.3360.

Online Courses:

Self-Paced Mentored Online Withdrawal/Cancellation Policy

No Refunds Provided

Online Virtual Courses Withdrawal/Cancellation Policy

30 days prior to start of class

Learning Accommodations

Individuals with disabilities who attend our classes will be provided with reasonable accommodations required by applicable laws and regulations. Students who wish to request such accommodations should contact us at 888.684.5335 ext. 3356 or ccl@skans.edu.

Student Conduct

Participants are expected to act in a professional manner to other students, instructors and Southwestern College staff while attended training. This includes ensuring that you do not improperly use or present as your own someone else's words, thoughts or data in a class assignment and that you do not engage in activity which provides you an unfair or improper advantage in completing a course's requirements. Failure to abide by this policy may result in your dismissal from the course and forfeiture of your tuition payment.

Updated: 7/20/2016