**Refund Policy**

SUNY Cobleskill’s Office of Professional and Continuing Education (PACE)

and ASAP Registration

An individual withdrawing from a PACE Career Training Certificate, non-credit class or conference/workshop and requesting a refund must notify The Office of Professional and Continuing Education (PACE) in Knapp Hall Room 144 either in person or by email at pace@cobleskill.edu.

Refunds will be in the form of a check or repayment to the original credit card.

**Refund Schedule** **Refund Amount**

Withdrawal four weeks prior to start of the class 100%

Withdrawal between four and two weeks prior to the start of class\* 50%

Withdrawal less than two weeks prior to class\* 0%

\*If PACE or the individual is able to recruit a replacement for the position in class, a full refund will be distributed.

In the event of insufficient class/course registration the University reserves the right to cancel the program and refund all payments.

 6/2016