



SCHOOL OF EXTENDED LEARNING STANDARD REFUND AND TRANSFER POLICY

Complete a 'School of Extended Learning, Refund & Transfer Form' at the Schott or Wake Campus main office. You can also find and submit the form online at <https://sbccextendedlearningfee.org/library/faq/> Before the Second Class Meeting - Multiple Session Classes

- A student receives a full refund. Materials fee restrictions may apply.*
- A student can transfer into another class before the second class meeting at no charge. The student is responsible for any balance due for the new class.**

One Day Workshops

A student receives a full refund. Materials fee restrictions may apply.* Refund requests must be received within seven days after class meets.

*Restrictions

- Day trips: Materials fee refundable 14 days before the trip.
- One day cooking class: Materials fee refundable before class meets.

**A student in a language class may transfer to a different level of the same language before the third class meeting of the original class. The student is responsible for any balance due for the new class.

SCHOOL OF EXTENDED LEARNING STANDARD ONE AND TWO DAY WORKSHOPS / FOOD / TICKETS

Complete a 'School of Extended Learning Refund & Transfer Form' at the Schott or Wake Campus main office. You can also find and submit the form online at <https://sbccextendedlearningfee.org/library/faq/> One and Two Day Workshops / Food / Tickets

A student receives a full refund. Materials fee restrictions may apply.*

Refund requests must be received within seven days after class meets.

*Restrictions

- Day trips: Materials fee refundable 14 days before the trip.
- One day cooking class: Materials fee refundable before class meets.

PLEASE ALLOW 6 TO 8 WEEKS FOR PROCESSING OF ALL APPROVED REFUND REQUESTS.

This policy is effective July 11, 2016 and replaces all previous refund and transfer policies.