

# LSCPA Workforce Training/Continuing Education

## Refund Policy and Payment Information

The LSCPA Workforce Training/Continuing Education refund policy is: 100% one business day before the first class day and 100% if class is canceled by LSCPA. After classes begin refunds will be given according to the table below. The number of days listed refers to business days, not class meeting days. Classes that are one (1) day long must be dropped before the class starts to receive a refund.

Class Length in Weeks	Last day*for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Insurance fees are non-refundable after class start date.

### Refund Processing

Check with the Cashier office and/or Admission and Records staff to verify current and accurate information before the refund process is started. Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (May take up to six weeks.)

LSCPA charges a \$25 processing fee for any refunds that are reissued.

### Payment Methods

Payments must be made at the time of registration. We accept cash, money orders and credit cards (American Express, Visa and Master Card). Payments can be made online through LSCPA's Secure Online Payment Store or in person at the campus Cashier's Office. The tuition payment must be paid in full and all admission requirements satisfied by published deadlines or students will be dropped from the program.

Payments by mail must be in the form of check or money order. Payment from a company or state agency is also accepted – call 409.984.6132 for more information. Please contact the Cashier's Office at 409.984.6126 for receipt information. **Please note:** if you have a past due balance, a hold (which prevents registration) will be placed on your account. Call 409.984.6126, if you are unable to register online or in person.

### Returned Items

A \$25 fee will be charged and a hold will be placed on accounts for any of the following:

Checks/ACH returned as **stop pay** or **account closed** and credit card **chargeback**.

- You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.

Checks/ACH returned **unpaid (NSF)** must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

Each course will be taught as listed, provided enrollment in each section justifies the offering. The schedule of time, room and instructor reflects our intent at the time of publication. **Course offerings and prices are subject to change, and the listing is not a guarantee that they will be offered exactly as listed.**

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