



ASUMH Policy –

Policy Synopsis

Title: Workforce and Community Education Registration Cancellation and Refund Policy

Approval Date: July 1, 2022

Revision Date, if applicable:

Review Frequency: A s n e e d e d

Responsible Officer (RO): Workforce Director

A. Policy Text

Registration for workforce and community education classes costing more than \$25 may be cancelled for a 90% refund if requested at least five business days prior to the start of the course.

Registration cancellations made less than five business days before the start of the course or for classes costing \$25 or less are not eligible for a refund.

Any class cancelled by ASUMH will receive a 100% refund.

B. Related Information

Refunds should be requested by calling or emailing the Workforce and Community Education department.