**Office of Continuing Education -- Policies**

**Our Policies**

Here are the answers to some common questions about our policies. If you need additional information, please call 985-448-4444 or email continuing.ed@nicholls.edu.

**Cancellation/Transfer Policy**

Cancellation policies differ by program. Please review our policies carefully and contact our office as soon as you become aware that you will not be able to attend a scheduled program.

**Course Locations and Parking**

Program and event locations vary by course. Details will be provided in your registration confirmation email and in reminder emails leading up to the program. Please be sure to check your registration confirmation and reminder emails for the most up to date program information.

**Inclement Weather**

In case of inclement weather, we will make every effort to cancel courses and events with as much advance notice as possible. In all instances, we will follow the university’s cancellation decisions. Please refer to the Nicholls website for weather updates and class cancellation information.

**Low Enrollment**

We reserve the right to cancel classes due to low enrollment, therefore we encourage you to register early.

**Privacy Policy**

The Office of Continuing Education follows the university’s privacy policy.

**Refunds**

**Cancelled Registration:** A full refund of the registration fee (less a $25 processing fee) will be made if the Office of Continuing Education is notified before the registration deadline. The registration deadline for each program is one week prior to the start date unless otherwise stated. No refund will be made after the registration deadline. Refunds may take four to six weeks to process.

**Cancelled Programs:** The university reserves the right to cancel any program in which there is not sufficient enrollment. In the event that a program is cancelled or closed, a full refund will be issued, or an opportunity to transfer to another program will be extended.

**Registration/Payment**

Registration may be done in person, by mail, by fax, or online at our website. The registration deadline for each program is one week prior to the start date, unless otherwise noted. Registrations received after the registration deadline will be considered late and may be subject to an additional $10 late fee.

Payments can be made in the form of cash, check, money order or credit card. Make checks and money orders payable to Nicholls State University. Regardless of when a person registers or the format used, once a person registers for a program, payment in full is required.

**Returned Check**

If your check is returned:

* We will charge you a $30 fee.
* You will need to pay your balance due and the returned check fee by cash or cashier’s check.
* We will put a hold on your account until the returned check and returned check fee has been paid.

**Special Needs**

If you are an individual who may require assistance or accommodation or if you desire more information on disability access, please contact 985-448-4783 or nicholls.edu/ada for more details.