



## CFP® CERTIFICATION EDUCATION PROGRAM Professional Development and Training Center

5800 West Friendly Avenue, Greensboro, NC 27410

(336) 316-2169 - [www.guilford.edu/academics/certification/cfp](http://www.guilford.edu/academics/certification/cfp)

### COURSE REGISTRATION :

- Complete the registration form, including method of payment.
- Include payment with the registration form. Full payment may be made at registration. If applicable, provide verification of loan approval or letter of tuition guarantee.
- Submit registration form, payment, and related documentation to the address provided above.

### TERMS OF WITHDRAWAL :

- Failure to attend class is not considered a formal withdrawal.
- Withdrawal must be made through written notice to Guilford College using the address provided above.
- Withdrawal is effective immediately upon receipt of written notification.

### REFUND POLICY :

- If written notice of withdrawal is received before class begins, all payments will be refunded with the exception of a \$100 processing fee and book costs (\$420.00). Students returning books unopened in original packaging will be refunded all book costs.
- If written notice of withdrawal is received after class has begun, see the chart below. \*

Number of Classes Attended	Refund if Books are Returned Unopened in Original Packaging	Refund if Books are Opened or <u>not</u> Returned
1	\$895	\$475
2	\$688	\$268
3	\$534	\$114
4 or more	\$380	\$0

\* Includes a \$100 processing fee.

- The Professional Development & Training Center reserves the right to substitute instructors, reschedule classes, or cancel the program due to insufficient enrollment or unforeseen events. If Guilford College cancels the program, a full refund of all payments will be issued.

### ENROLLMENT AGREEMENT :

- I read, understand, and agree with all terms and conditions.
- I affirm my financial responsibility for the program for which I have enrolled.
- I agree that Guilford College may administratively withdraw me from the program for non-payment and/or failure to meet payment deadlines.
- If applicable, I authorize Guilford College to charge my credit card for any tuition due and any additional fees which may be due under the terms of this agreement.

Guilford College does not certify individuals to use the CFP® CERTIFIED FINANCIAL PLANNER™, and CFP (with flame logo)® certification marks. CFP certification is only granted by Certified Financial Planner Board of Standards Inc. to those persons who, in addition to completing the educational requirement such as this CFP Board-Registered Program, have met its ethics, experience and examination requirements.

**Student Copy - Please keep for your records.**