



## PARALEGAL CERTIFICATE PROGRAM REGISTRATION

Professional Development and Training Center

5800 West Friendly Avenue, Greensboro, NC 27410

(336) 316-2169 - [www.guilford.edu/para](http://www.guilford.edu/para)

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### TERMS OF WITHDRAWAL :

- Failure to attend class is not considered a formal withdrawal.
- Withdrawal must be made through written notice to Guilford College – Professional Development and Training Center, 5800 West Friendly Avenue, Greensboro, NC 27410.
- Withdrawal is effective immediately upon receipt of written notification.

### REFUND POLICY :

- If written notice of withdrawal is received on or before the first class, all payments will be refunded with the exception of a \$50 processing fee.
- If written notice of withdrawal is received on or before attending the fourth class, all payments will be refunded with the exception of a \$50 processing fee and the cost of books.
- If written notice of withdrawal is received after the fourth class, the student is responsible for the full tuition of the class, \$4995, regardless of whether the student chose the installment plan or paid in full. **A refund will not be issued after the fourth class.**
- 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.

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