



**TITLE: Course Cancellation/Changes POLICY**

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All Continuing Education courses are subject to minimum enrollment. Please register early to secure your place in class and reduce the likelihood of course cancellation.

BMCC’s Center for Continuing Education and Workforce Development will make every attempt to make sure that all classes will be provided as listed in the catalog; nevertheless, unexpected circumstances may arise. BMCC’s Center for Continuing Education and Workforce Development, at their discretion, reserves the right to alter and make revisions in procedures, instructors, program fees, course days, times, and locations, or cancel classes due to insufficient registration.

If a course session needs to be cancelled due to an instructor matter, a facility issue or a weather issue, the total number of hours for the course will be honored. The course participants, in consultation with the instructor, will agree to either extend the course by an additional session, or add additional time to each of the remaining sessions to accommodate the contact hours missed as a result of the cancellation.

BMCC’s Center for Continuing Education and Workforce Development will make every reasonable effort to inform all registered students of any changes prior to the first session. Should changes or a cancellation take place a full refund will be available. Full refund shall be the sole limit of all liability of the BMCC Center for Continuing Education and Workforce Development and shall not be accountable for refund of tuition of any completed courses. A refund form may be obtained from the Office of Continuing Education.