



Non-Credit Drop Policy

Full tuition refunds, less a \$25 processing fee, will be given if the request to drop a noncredit course is received prior to the drop deadlines (see table below). Course fees are refundable if the drop request is received five days prior to the course start date. Full refunds are not given after the last day to drop.

The effective drop date is the business day Learning Journeys receives your drop request. It is your responsibility to verify that the drop or withdrawal has been processed properly. Nonattendance does not constitute a drop

Course Duration	Last Day to Drop with Refund
4 weeks or less	Three business days prior to first class meeting
5 weeks or more	Five business days after first class meeting

Credit card refunds require 10 business days; check refunds may take up to eight weeks and will be mailed to the address on file. Existing balances will be paid prior to issuing a refund.

How to Drop a Course

Drops must be requested through one of the methods below; no drops can be completed via telephone.

Email: Send an email to info@my-learningjourney.com and include your name and the course(s).

You will receive confirmation of your course changes. It is your responsibility to retain registration documents as proof of courses changes.

Cancellations

Learning Journeys reserves the right to cancel or reschedule any course with insufficient enrollment or for reasons beyond our control. A canceled course results in a full refund of tuition and course fees.

Appeals

The appeals process is designed to provide students, who experience unavoidable or extenuating circumstances, the opportunity to request a waive of a policy that, if enforced, would result in unsatisfactory financial consequences. Appeal information is available via email request to <mailto:info@my-learningjourney.com>