



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

Registration Policies

Enrollment Policies and Procedures

Your contract with the University:

By registering for professional development and continuing education courses, you enter into a legally-binding contract with the University to pay all tuition and fees, including any non-refundable fees. If you fail to pay on schedule, you agree to pay all attorney's fees, collection fees, late fees, installment fees, court fees, collection agency commissions, and other incurred costs.

Drop and Transfer Policies

Each program controls policies and deadlines about refund rates and drop fees. Money for the course or conference may be refunded to the original payer. If the course you choose to transfer into has a higher fee than the course you are leaving, you must pay the difference. Some programs also charge drop or transfer fees. In nearly all cases, you should not expect a refund for a course or conference after the start date of the event. Please contact the program offering your class to find policies that apply to your situation.

Your drop or transfer is effective the day you officially drop or transfer, not on the date you stop attending.

- Before the first day of scheduled attendance: drop any course that you have decided not to attend.
- After the first day of scheduled attendance: drop immediately if you stop attending the course for any reason.
- Departmental / program cancellations: If you registered for a course that is canceled by the department, contact your department or program immediately to see if alternative arrangements have been made.