Policies & Procedures

The Center for Professional Education course policies should be reviewed prior to enrolling in a course, exam prep, certificate program or self-paced online course. All courses at the Center for Professional Education are non-credit and not transferable for college credit.

Registration

Registration is currently available online, by fax or by mail. Early registration is strongly advised due to the space limitations of many classes. To register by mail or fax, please submit the required information on the Registration form. Please include your UT EID and a fully completed registration form with signature acknowledging our course policies.

Mail the completed Registration form with payment or a copy of your purchase order to Registrar, Center for Professional Education, The University of Texas at Austin, P.O. Box 7518, Austin, TX 78713-7518. (UT campus mail code: G3850).

Registering for a course constitutes an agreement to pay for it. All registrations received will be processed. If you do not receive a confirmation within 10 days please contact the Registrar at cpe@austin.utexas.edu.

Course Cost and Fee Payment Policy

Course fees vary depending on the field of study because the cost for providing instruction varies by program. For example, certificate programs generally cost more than one day courses. The total course fee consists of a basic registration fee plus any additional fees for special materials, equipment, student portal access, etc. Consult the specific course listings for the total course fee.

Pre-payment is the preferred method of payment for all courses. If your employer is paying your course fee with a purchase order, please select affiliate while registering online and upload your Purchase Order. If faxing or mailing please include a copy of your purchase order along with a signed registration form, and CPE will invoice your employer.

If your employer is paying using a company credit card, payment is due at time of registration. All registration fees must be made prior to attending class. Other forms of payment include check (personal, cashiers, money order, third-party) payable to UT Austin, credit card (MasterCard, VISA, American Express, Discover). Please note, CPE can no longer accept cash transactions.

There is a $25.00 charge for returned checks and credit card declines.

Confirmation

Once you submit a registration form, you have agreed to pay all course fees. Registration is complete once we receive payment. At that time, we will mail a receipt. If you do not receive a

receipt within 10 days of sending in payment, please call (512) 471-4633 or email cpe@austin.utexas.edu to confirm your registration.

Course Payment Plans and Financing

Promissory Note

A one-time $125.00 fee is assessed to all Promissory Note applications. A payment plan is not an extension of credit nor is it a loan; it is a monthly payment obligation. You must complete the Promissory Note in its entirety. A payment for the first installment and a completed Promissory Note and Registration Form is required prior to enrollment.

The Promissory Note will reflect the amount of your future payments. If a prior extension request is not received and your payments are not paid on time a deficit will occur and the balance over and above your note amount will be considered due and payable immediately. If not paid, the student will be dropped from the class and student will have to re-enroll and pay full tuition price. Please contact the Program Coordinator for details.

Please note: A fee of $65.00 will be assessed to all payment extension requests. This fee will be applied per each occurrence.

Financial Aid/Scholarships

CPE is not approved for Financial Aid or financial assistance from private lenders. In some cases we are able to accept scholarships. Please email us at cpe@austin.utexas.edu with your scholarship details.

Texas Veterans

Please visit the following website for more information and registration procedures.

WIA Funding

CPE accepts WIA funding for some of our programs with the approval of the Texas Workforce Commission. If you have lost your job, are displaced or dislocated worker, or fit a number of other qualifiers, make an appointment to your local Workforce Development Office for information about receiving funds for continuing education courses.

Course Extensions

Some courses are eligible for an extension with a fee. The fee must be paid at the time of the request and the fee varies by program. Courses eligible include Paralegal Certificate Program Online, Paralegal Specialist Programs Online, Online Technical Communication/Writing, Online Real Estate, and Online Non Profit Management Certificate Program.

Please contact the Program Coordinator for course extension details and fees.

Pricing Discounts

Prices

Prices listed on this website are subject to change without notice.

Discounts

Multiple discounts cannot be applied to any registration.

If you are a UT Austin employee or Texes Exes alumni you may be eligible for a discount. In some cases groups of three or more are also eligible for a discount. To learn more about discounts available please contact CPE by email at cpe@austin.utexas.edu for details prior to registration.

If you are using the online registration system, please note that you will be asked to pay the full tuition. A pop up window will appear during the registration process. Please follow the instructions. Once registration and proper documentation is received the discount will be verified and CPE will refund you the discounted fee. Refund will be processed in the same way payment was received.

Textbooks

Unless otherwise noted in the course description, class materials and supplies will be furnished by CPE.

Course Location

Classes meet in the specified location in each course description. Limited parking for participants is provided in adjacent lots.

Parking

Participants will not need a parking permit to park at the Thompson Conference Center. If your class is being held in a different building then most likely a parking permit will be required. Please contact the Program Coordinator for details.

When parking on campus, please read parking signs. If you receive a ticket for parking in an unauthorized location, CPE waives all responsibilities for tickets issued to students. CPE is unable to waive parking tickets issued by UT Parking and Transportation.

Cancellations and Inclement Weather Cancellations

Cancellations

The Center for Professional Education reserves the right to cancel scheduled workshops due to low enrollment and unforeseen circumstances up to one week in advance of the scheduled workshop, seminar or certificate program.

If CPE cancels a course, you will receive full reimbursement of the course fee or you may request a tuition transfer to another course within a 12 month period. When selecting a different course, participants will be responsible for any difference in tuition cost at the time of the request or in some cases a participant may receive a credit on file. Please contact the coordinator for more information.

CPE is not responsible for any expenses incurred before the start of a program, e.g., airline tickets, hotel, or car rental. Please check the CPE website and contact the Program Coordinator prior to making any travel arrangements.

CPE reserves the right to modify this cancellation policy with no advance notice.

Inclement Weather

We follow the university operating schedule. For emergency information please visit the university Emergency Information web page. An email will also be sent by CPE in the event we delay our classes or close the center. We are not responsible for travel related expenses in the event we cancel a class.

Waivers

All courses taught through Center for Professional Education are self-support. The waiver for veterans, university staff, and the State of Texas does not apply. All course fees must be paid by the student at the rate established for each continuing education course in which they enroll.

Student Withdrawal, Transfer, Refund Policy, and Fees

Several options are available if a student needs to withdraw from a class. The options depend on when the withdrawal request is made. Non-attendance does not constitute a withdrawal. Official withdrawal procedures must be followed. All withdrawal requests must be received, Monday – Friday, during normal business hours.

Please note: Registration fees for workshops, exam prep courses, and online courses are non-refundable.

Qualified **withdrawals/transfers** must be submitted via the student portal or may be submitted using the Course Transfer Form. The form may be submitted via e-mail, fax, or mail. The request must be received at least **three full business days** before the start of a workshop or exam prep course and **two weeks** prior to the start of a certificate program. You will have the option to request a credit on file, transfer or list a substitute. No fees assessed for same day substitutions.

Please note: A workshop, exam prep, certificate program or online course transfer or credit on file will result in an administrative charge. This fee must be paid at the time of the request.

For **in-class** workshops and **exam prep** courses, you may transfer your registration to another person within your company at no fee or you may apply it to another workshop, certificate program, or online workshop scheduled within the next 12 months or you can request a credit on file. Credits on file are only valid for 12 months from the date of request. The request must be submitted in writing and at least three full business days before the start of the class, the fee is $75.00 for this request. (This also applies to same course transfers for a different term or location).

For **Bundled Certificate Programs**, students have the option to pre-register in all of their courses or request the tuition to be placed on a credit on file. Placing the tuition on a credit on file allows the student flexibility to complete the program at their own time and not have to worry about transfer fees. If a student chooses to pre-enroll in all of their courses a cancellation/transfer fee will be assessed if the student later needs to make a course change. The transfer fee per course is $75.00 or $150.00 for multiple course changes. (This also applies to same course transfers for a different term or location).

Please note: The Center for Professional Education makes curriculum changes each year so if you wait too long to complete your certificate program you will need to follow the new program requirements.

For **online** courses we are unable to provide any refunds or provide a credit on file. Please be careful when making your purchase. In most cases you can request a course extension. If you are not able to attend an online course you may transfer your registration to another person within your company no later than 24 hours of receiving access and provided you have not accessed the course. Please contact the Program Coordinator immediately.

For **cohort** style certificate programs there is a two week cancellation policy and only 75% of the fee is refunded. For full credit you may transfer to the next program and the fee is $150.00 for this request.

Please note: Transfer Fees and Promissory Note fees are non-refundable.

After the two weeks expire, no tuition refund is issued:

- Prior to the begin date of your first day of class; you may be transferred to the following term or request a credit on file. Credits on file are only valid for 12 months from the date of request. A $150.00 fee must be paid at the time of request;

- If two meetings or less occur, no tuition credit is issued but a substitute may be accepted. Please note, your substitute must be ready to attend class immediately in order to meet attendance requirements for passing the program successfully;

- After three meetings or more occur, no tuition credit is issued; transfer requests and/or substitutions will not be accepted.

Participants will be responsible for any difference in tuition cost at the time of the request or in some cases a participant may receive a credit on file.

Please note, certificate programs require attendance policies to be met in order to successfully complete the program. It is the student's responsibility to contact the Program Coordinator with as much advance notice as possible.

Special Assistance

Persons requiring special accommodations or assistance should inform the Program Coordinator at least two weeks before the program begins. For more information, call (512) 471-4633 or (800) 687-7345 or email cpe@austin.utexas.edu.

Equal Opportunity

The University of Texas at Austin is an equal opportunity employer. It is against the university's Nondiscrimination, Anti-harassment and Sexual Misconduct Policy to discriminate, harass, or retaliate on the basis of the following: Race, Color, Religion, Sex, National Origin, Age, Disability, Genetic Information, Sexual Orientation, Gender Identity and Gender Expression.

Web Privacy Policy

We comply with the Internet Privacy Policy of The University of Texas at Austin and adhere to all guidelines regarding the collection, storage, and use of Personal Information. To view the University's Internet Privacy Policy, please visit the policy website.

Disclaimer

Persons who enroll in Continuing Education courses acknowledge that they are physically fit to participate in these programs. In the event of an accident or injury, students will hold harmless from all liability, loss, or damage The University of Texas at Austin and its agents.

Main Office

Center for Professional Education

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