

Professional Development Non Credit - Refund Policy

Refund Policy:

Students must submit the request for refund/withdrawal no later than 5:00 p.m. five (5) business days BEFORE the course begins to be eligible for tuition refund. There is no refund for tuition after a drop deadline or once a class has started.

There will be a 5% processing charge for all refund requests, unless otherwise noted within the course description.

UCM Extended Studies reserves the right to cancel classes or programs with low enrollment. When classes are cancelled, students will be offered the option to transfer to another class or a refund.

Separate policies apply for Distance Learning courses provided in cooperation with a partnering organization, institution or company (ie Ed2go). Refunds will be provided at the discretion of the course provider and according to its policies. Please review the refund policy of the course provided.

Refunds are not issued for no shows.

Exceptions to Withdrawal Policy:

Exceptions may be made for circumstances related to serious illness, travel issues, death in the family, etc. Written documentation must be provided. For approved exception requests, credit will be given for future UCM courses as opposed to a refund.

Requesting a Refund:

You can request a refund online, by fax or email.

Online – Dropping your course online is the fastest way to receive your refund.

Email – Send an email to: esregistration@ucmo.edu

Fax – send fax to 660-543-8333

Please allow 1-2 weeks to process all refunds made to credit card. Refunds by check may take 2-3 weeks to process. If you have recently submitted a drop request, please allow at least 2 business days before contacting our office to check on the status of your refund.