PAYMENTS
You are responsible for all tuition and fees for the class(es) you register for unless you officially withdraw before classes begin. Student must officially withdraw from classes before the first class meeting. If payment is not received, you will not be automatically dropped and you will be responsible for the tuition. All tuition and/or fees are due and payable at the time of registration. Payments may be made in person via cash, personal check or money order. Please put your valid drivers license or State of Illinois ID card number and phone number on the front of the money order and/ or check. If paying with personal check, check information MUST match information on the ID being presented. Credit card payments (VISA or Mastercard) are only accepted online at my.ccc.edu.

CONFIRMATIONS
Confirmations will not be mailed to students. Please make note of the class date and location and go directly to the first class session. If the administration cancels a class we will attempt to contact you by phone.

REFUNDS AND WITHDRAWALS
Students who wish to withdraw from a class must do so in person 48 HOURS BEFORE THE FIRST CLASS MEETING. NOTE: ONLY 1 MODIFICATION TO A CLASS SCHEDULE PER SEMESTER IS ALLOWED (i.e. date changed or student initiated withdrawals). There are no refunds once a class begins. NO REFUNDS WILL BE GIVEN FOR WITHDRAWALS AFTER THE FIRST CLASS MEETING. This policy will be strictly enforced. Cash, personal check and money order payments will be refunded by visiting and following the instructions stipulated at https://www.refundselection.com.

CANCELLATIONS
If a class is canceled a full refund is given. Students are notified by phone when possible. Refunds will not be given for classes where the instructor was unavailable and the class can be made up. A full refund of all the tuition and fees will be refunded to the student (student must visit www.refundselection.com) if the college cancels a class. Credit cards will be credited. Please allow four to six weeks for processing. A student who withdraws from one or more courses must do so in person or in writing to the PPD program at their respective college. You will be notified of class cancellations by phone.

SCHEDULE CHANGES
Scheduling and pricing changes may occur without notice, before and during a session, effecting locations, schedules and instructors. Instructor missed classes; rain outs for outdoor activities and holidays will be made up. Prices may change without notice.