

CVCC Continuing Education Terms and Conditions

Registration is incomplete until all fees are paid in full. You can pay online with Visa or Mastercard. If you are unable to complete the payment process online, please email workforcedevelopment@cv.edu for assistance with other payment methods.

Minimum Class Size/Confirmation

The Office of Workforce Development and Technical Education reserves the right to cancel any class that lacks the minimum number of five (5) registrants. A confirmation will be e-mailed prior to the first day of class.

Refunds and Withdrawal Policy

Students may withdraw prior to the first day of class via their registration link. No refunds will be given after the first class. All registrations will automatically be refunded in full for training cancellations due to insufficient enrollment. CVCC reserves the right to cancel any training that does not have a minimum of five (5) registrants. Every effort is made to notify registrants of cancellations prior to the start of training.

Military Credentialing Assistance Funds

Military Credentialing Assistance (CA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for CA funds initially awarded. To comply with the Department of Defense (DOD) policy, Chattahoochee Valley Community College can only discuss a course withdrawal and refund with the DOD.

Military Withdrawal Policy

Soldiers who wish to withdraw from a CA-approved course or exam must do so in ArmyIgnitED. Under no circumstances will the Soldier coordinate a withdrawal directly with the College. If this occurs, the Soldier will be liable for any debt incurred. Course drop and withdrawal requests can be addressed through the ArmyIgnitED ServiceNow (SNOW) portal. Go into your account, click on "Support" at the top of the page, then click on "Create a New Case." Only ArmyIgnitED can approve a service member's request to drop a class due to their military service obligation.

Return of Unearned Military Credential

Any unearned Military CA funds will be returned directly to the DOD, not the service member. The calculation of the return may result in the service member owing a balance to CVCC. If the service member withdraws due to a military service obligation, CVCC will work with the service member to identify a solution that will not result in student debt. If a service member withdraws after the 60% portion of the term, all CA funds will be considered earned. For more information, contact Dr. Beth Mullin at workforcedevelopment@cv.edu