

Registration Policies & Procedures

All Registrations Will Be Processed Online!

- ❖ Register early to guarantee your enrollment
- ❖ Registrations are accepted until the classes are full.
- ❖ Web Registration: <https://www.wpunj.edu/cpe/index.html>
- ❖ If you experience difficulty with online registration, please call for assistance (973) 720-2354 or (973) 720-3961
- ❖ Be sure to include daytime and evening telephone numbers, as well as your email address to receive notification about potential cancellations.
- ❖ Online payment is by credit card or electronic check.
- ❖ Once you register and payment is processed, you are automatically enrolled for your course.
You will receive two emails: A registration confirmation and a payment confirmation.
- ❖ Plan to attend your workshop or conference as scheduled. You will be notified of any cancellations or changes to workshop/ conference/ schedules. If you do not receive an email confirmation, please call for assistance (973) 720-2354 or (973) 720-3961

In the case of inclement weather, please visit www.wpunj.edu/cpe for updates on university closures due to inclement weather along with programs reschedule.

Cancellation Policy

Three Hour Workshops/ Conferences/ Institutes

- Notification must be received in writing at least 5 business days prior to the workshop to receive a full refund less 5% of the registration fee or \$25, whichever is greater.
- Less than 5-day notice, NO refund will be issued.
- No refunds are issued for failure to attend workshops/ conferences/ institute/ class.

Semester Classes - (Classes that meet for 5 or more days)

- Notification must be received in writing at least 5 business days prior to the course to receive a full refund less 5% of the registration fee or \$25, whichever is greater.
- Any cancellations after the first day will be refunded 50% of fee, cost of materials and less 5% of the registration fee or \$25, whichever is greater.
- No refunds will be given after the second class.

Courses Cancelled by WPU

- If a course, workshop, or conference is canceled due to inclement weather, insufficient enrollment, or any other reason, you will receive a full refund.

**For all cancellation request, please notify us by email: certificateprogram@wpunj.edu
Or call for more information regarding refunds (973) 720-2354.**

Pre-college & Summer Youth Programs

- Notification must be received in writing at least 5 business days prior to the course to receive a full refund less 5% of the registration fee or \$25, whichever is greater.
- Notification must be received in writing at least 5 business days prior to the youth program to receive a full refund less 5% of the registration fee or \$25, whichever is greater.
- **No refunds or credits will be given after the first day of the camp/ program.**

***Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu**