

REGISTRATION POLICIES AND 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>
If you experience difficulty registering online, please call for assistance (973) 720-2354 or (973) 720-3961.
- » Be sure to include daytime and evening telephone numbers as well as your e-mail address so that we can notify you in case of program cancellation.
- » You may pay online by credit card or electronic check.
- » Once your registration and payment is processed, you are automatically enrolled. 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 if the workshop or conference is cancelled or if there is a change in the schedule. If you do not receive an email confirmation please call for assistance (973) 720-2354 or (973) 720-3961.
- » **In case of inclement weather, please visit www.wpunj.edu/cpe to be sure the campus is open.** When the university is closed due to inclement weather, our programs will be rescheduled.

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 minus a \$25 processing fee.
- » If we receive less than 5 business days' notice, NO refund will be issued.
- » **No refunds will be given if you do not attend the Workshop/Conference/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 minus a \$25 processing fee.
- » If you cancel after the first class, **50% of your fee will be refunded** minus the cost of materials and a \$25 processing fee.
- » No refunds will be given after the second class.

Courses Canceled By WPU

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

For all refunds requests, please notify us in writing;

By Email: CPErefunds@wpunj.edu

By Fax: (973) 720-2298

Or call for more information regarding refunds (973) 720-2354 or (973) 720-3961.

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 minus a \$25 processing fee.
- » If we receive less than 5 business days' notice, you will receive a credit towards another youth program during the current summer session less a \$25 processing fee.
- » **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

