



registration policy and procedures

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NEW ONLINE REGISTRATION POLICIES AND PROCEDURES!

FOR YOUR CONVENIENCE, 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 now pay online by credit card or electronic check.
- Once your registration and payment are processed, you are automatically enrolled. No confirmation will be sent to you. 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 schedule.

* **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 3 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 CANCELLED 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.

SUMMER YOUTH PROGRAM CANCELLATION POLICY

- 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

