**PAYMENTS & REFUNDS**

**Maritime & Industrial Courses**

**Self Pays**

1. For most classes, a **$50, non-refundable deposit** (Please refer to Items “B & C” below) is REQUIRED to guarantee a spot on the class enrollment roster. You will not be considered “enrolled” in the class until the $50 is paid. This $50 will apply to your total tuition cost.

 Payment can be made:

* 1. by phone with credit or debit card
	2. in person with check, money order, debit or credit card
	3. Online payments can only be made in full (the entire course tuition)
1. 100% tuition refund will be granted (including the $50 deposit) if the student cancels the enrollment at least 5 business days (M-F) before the class start date. Cancellation requests can be submitted in writing to fireschool@dcc.edu, or via phone at (504) 671-6620.
2. The $50 deposit can be transferred to another enrollment no more than two (2) times.
3. Non-attendance does not constitute cancelling a class. If a student does not request to cancel the enrollment more than 5 business days prior to class start, or transfer the enrollment to another class, the $50 deposit and/or any prepaid tuition will be forfeited.
4. Refunds for payments made online will take 4-6 weeks to process.
5. No cancellation requests and associated refunds will be granted after the 5-day cancellation period has passed.
	1. Exceptions may be granted on a case by case basis in the event of certain documentable emergencies
	2. A Refund Request Committee comprised of appointed representatives of Workforce Development will evaluate the requests
6. 100% refund will be automatically processed if a class is cancelled by Delgado Maritime & Industrial Training Center
	1. Students will be notified of the cancellation before the class starting date. All efforts will be made to provide notice of cancellation at least three (3) business days before course start.