

# REGISTRATION FEES

Effective 1 July 2017



	County Employees And Officials*	Regular Rate
<b>Single Class Registration</b> Full Day (3 credits)	\$149/class	\$381/class
<b>Multiple Class Registration Discount</b> <i>For individuals who register for three or five classes at the same time</i> Full Day (3 credits)	\$129/class	not available
<b>Credential Registration Package</b> <i>Discounted registration for 11 classes of classes – enough to complete a Credential plus an extra class</i> Credential Package	\$1,290/person	not available

\* Those eligible for the reduced County Rate include:

- ◆ All county employees and elected officials
- ◆ County-partnered community-based organization employees
- ◆ CSAC Corporate Associate employees
- ◆ CSAC Affiliate Member employees

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## Registration and Cancellation Policies

**Substitutions** Participants may send a substitute with no penalty, except for credential package registrations. No advance notice needed.

**Cancellations** Registrations may be cancelled up to seven days in advance of the class. Refunds will be issued less a \$20 handling fee. There is no refund or credit for cancellations less than seven days in advance.

**No Shows** No refunds or credits will be issued for no shows or cancellation less than seven days in advance of a class.

**Non-Payment** Courses must be paid for by time of class. Participants who register but do not pay and subsequently cancel or are a no show are still obligated to pay for the class. They will be ineligible to register for future classes until debt is paid.

**Credential and Fellow Package Registrations** Package registrations are not transferable and no refunds are available for unused portions of a package. Cancellations within seven days and no shows will be charged against the participant's account. Additional classes needed to complete Credential must be paid for separately. Substitutions are NOT allowed.