

Continuing Education Policies-Columbia Basin College

Columbia Basin College issues refunds via a mailed check. Please allow 7-10 business days to receive in the mail.

Refunds of course fees will be given as follows:

- If a course is canceled by Continuing Education, the student will receive a complete refund.
- If a student withdraws two (2) business days prior to the first class session, the student will receive a complete refund.
- If a student withdraws less than two (2) business days prior to the first class session, the student will not be refunded.
- If the student does not attend class, the student will not be refunded.
- If the student stops attending class, the student will not be refunded.

Minimum Enrollment for a CE Class to Run

Continuing Education programs are supported by course fees; therefore, courses must meet minimum enrollments to cover costs. We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and/or change instructors.

When courses are canceled due to low enrollment, we will make every effort to notify students by email before the start date. If a course is canceled, students may transfer to another course within the same quarter. If students choose not to transfer, they will receive a full refund.

Classes with low enrollment are subject to being rescheduled. If you are enrolled in a class that is rescheduled, you will receive notification of the new class dates.

Changes and Closures

Due to circumstances beyond our control, locations and times may be changed during the quarter. We will contact you by email to notify you of these changes. Updated information will also be posted to the online class registration page.

Weather and Emergency Cancellation Policy

If Columbia Basin College closes campus due to inclement weather or emergencies, Continuing Education classes will also be canceled. Columbia Basin College operates under a different campus policy than the K-12 Public School system. If the grade schools are closed, it is possible that Columbia Basin College will still be running classes. It is the student's responsibility to stay informed. When classes are canceled due to inclement weather or emergency situations, Continuing Education will schedule makeup class sessions if possible.

Columbia Basin College closure will be announced on the CBC webpage, Facebook, and Instagram and Alert system.

Children and Continuing Education

Children of any age, including infants, are not allowed in Continuing Education classes unless the class is specifically designed for children. We also ask that you not let your child roam the college campus unattended as it can be very disruptive to the learning process and is unsafe for your child.

Questions?

Please email ce@columbiabasin.edu please allow 1-2 business days for a reply.