

CNA Refund Policy

All requests to modify your CNA registration must be submitted via phone or email to Continuing and Professional Education. CE may be reached at:

- Phone: 678-872-8240
- Email: conted@highlands.edu

Requests to withdraw from the class and receive a tuition refund or transfer to a future class must be made at least three (3) business days prior to the first day of class. Eligible students will be provided with one of the following options:

1. A one-time transfer to a future course, or
2. A full tuition refund, minus a \$25 administrative fee.

Requests to withdraw or receive a tuition refund made less than three (3) business days before the first day of class, after a previous transfer, or after the start of the class will be eligible for a full refund minus a \$50 administrative fee.

No refunds will be issued after the first week of class, and no refund will be provided to a student who fails the program. All approved refunds will be processed via check.