What is the Senior Adult Education Refund Policy?

ENCORE CAMPUS
The following outlines the Encore Campus refund schedule. No refunds will be granted outside of this timetable. Withdrawals can be submitted by phone, mail, or fax. A refund check will be mailed to you within six weeks.

<table>
<thead>
<tr>
<th>Program</th>
<th>Last Day for 100% Refund</th>
<th>Last Day for 90% Refund</th>
<th>Last Day for 0% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>East and West</td>
<td>9/7</td>
<td>9/20</td>
<td>9/21</td>
</tr>
<tr>
<td>Southeast</td>
<td>9/4</td>
<td>9/11</td>
<td>9/17</td>
</tr>
</tbody>
</table>

The refund schedule for all Neighborhood Scholars programs can be found on our website. No refunds will be granted outside of the established schedule. Withdrawals can be submitted by phone, mail or fax. A refund check will be mailed to you within six weeks.

What is my Tri-C space?
my Tri-C space is the College's information management program. Through my Tri-C space you can verify your course schedule, reserve library books and find out about Tri-C activities and events. All changes to your personal information are made through my Tri-C space. You can log on to my Tri-C space from any computer with Internet access. Visit my.tri-c.edu

What is the Senior Adult Education e-Newsletter?
The Senior Adult Education e-Newsletter is a way that the Encore Campus staff can keep in touch with students. This is a free and secure e-mail subscription service to update students about Encore Campus and Tri-C. By signing up, you will receive bi-weekly updates during the academic year and several announcements during breaks. We welcome you to join our e-Newsletter at http://visitor.constantcontact.com/d.jsp?m=1101928503430&p=oi or for e-Newsletter subscription information e-mail requests to cai@tri-c.edu. Students are responsible for maintaining a correct e-mail address for this e-Newsletter subscription service.

What is the Senior Adult Education Facebook page?
The Center for Aging Initiatives is excited to announce the “Senior Adult Education @ Tri-C” group on Facebook. This is a great way to stay connected and get updated on our programs, instructors and students. You can upload pictures and share your on and off-campus program experiences with others. We welcome you and your friends to join our group.

What is the College’s Emergency Notification Process?
To have emergency alerts sent directly to your home or cell phone please sign up for Tri-C Alerts on the “My Info” tab in my Tri-C space, under Updating Your Personal Information / Addresses & Phones.

ENCORE CAMPUS ONLY
How many classes can I take for my registration fee?
Encore Campus offers a unique approach to education. For the session registration fee a student can register for one to six different courses at the Eastern and Western Campuses, and one to five at the Southeast.

What do I need to know about campus parking?
Starting Fall 2012, the College will implement a new Campus Security and Maintenance Fee for all students registered for non-credit courses. This fee will replace the current student hangtag system and will be incorporated into the course registration fee. The Campus Security and Maintenance Fee is designed to provide students with unlimited access to all Campuses, recreation facilities, Technology Learning Centers, libraries and Campus special events without having to purchase hangtags.

What is the course cancellation policy?
Courses may be cancelled for a variety of reasons. In addition, each course has a cancellation date. This is the date the class will be canceled if there is not a minimum enrollment. Please see the Encore Campus pages for the campus cancellation date. Neighborhood Scholars cancellation is one week before the course begins.

Every effort is made to notify students when a cancellation occurs. When registering, please make certain we have all your current contact information. If you are registered in a class that is cancelled, you will be notified by mail, e-mail or phone.