



PROFESSIONAL DEVELOPMENT REGISTRY

Course Refund Policy

There is a **no refund policy** for course registrations in the PD Registry. For funded core, support, and needs-based courses that have **not been canceled by Pennsylvania Key or a Regional Key**, students who drop the scheduled event associated with the course **48 hours** or more prior to start date and time of the event may register for another offering (scheduled event instance) of the course without further charges. If no other instances of the course are available or will be scheduled, the Regional Key may provide the student with a Professional Development Registry Course Catalog Credit. Please contact your Regional Key for a Course Catalog credit if there is no other scheduled event posted for the course.

*Please review the tip sheet, "Drop Scheduled Event, Drop This Course: What's the Difference?" found on the green Student tab of the homepage.

For funded core, support and needs-based courses that are **canceled by a Regional Key**, students may register in another offering (scheduled event instance) of the course without any additional charge. If no other instances are going to be scheduled of a support or needs-based course, then when students are notified of the cancellation by the Regional Key, the students will also be provided a Professional Development Course Catalog Credit by the Regional Key that can be applied toward the cost of another course. No credit may be offered for core courses as these are offered on an ongoing basis.