



Office of Continuing Professional Education

2214 Rock Hill Road, Ste. 400, Herndon VA 20170
Phone: 703-993-4800; Fax: 703-993-4811
www.ocpe.gmu.edu

Thank you for registering with George Mason University's Office of Continuing Professional Education (OCPE). Please read important information below. If you have any questions, please don't hesitate to contact us at 703-993-4800.

Enjoy your class!

Course Locations

Mason's Herndon Training Center at the Center for Innovative Technology
2214 Rock Hill Road, Suite 400
Herndon, Virginia 20170

Worksafe
3230 C Street, Suite 200
Anchorage, AK 99503

Refund Policy

We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to the class start. If you wish to receive a refund, we must receive your request for cancellation *no less than five business days* prior to the course start date. If you request a refund, a \$60 processing fee is deducted. **We are sorry that we cannot provide a refund if we receive your written cancellation in four or fewer business days before the start of the course.**

Payments will be refunded to the person/company that issued the original check to George Mason University. A \$25 fee will be assessed for return checks.

George Mason University, OCPE reserves the right to cancel any program, in which case, a full refund of fees is automatic.

Transfer Policy

For a **one-time transfer request** a \$30 processing fee will be assessed. Request for a transfer must be made, in writing, no less than five business days prior to the course start date. **We are sorry that we cannot transfer you if we do not receive your written request five days prior to your course start date.**

Refund or Transfer requests can be mailed, faxed or e-mailed to:

George Mason University, OCPE, 2214, Rock Hill Road, Ste. 400, Herndon, VA 20170. Fax: 703-993-4811 Email: ocpecit@gmu.edu

Weather & Emergency Cancellations

In the event of inclement weather, students are encouraged to confirm in advance whether their class will meet as scheduled. Please call George Mason University at 703-993-4800 for information.

Change of Mailing Address

Please contact OCPE if you move or change jobs so you will receive mailings and your certificate in a timely manner.

Please contact our office if you have any questions – 703-993-4800 or e-mail esergio@gmu.edu