





**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 the important information below. If you have any questions, please don't hesitate to contact us at 703-993-4800.

**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 seminar start date. If you request a refund, a \$40.00 processing fee is deducted, if you request a transfer a \$30 processing fee will be assessed. We are sorry that we cannot provide a refund or credit if we receive your written cancellation in four or fewer business days before the start of the seminar.

If you have requested a refund it may take several weeks to process. 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 seven business days prior to the seminar start date.

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

George Mason University, OCPE, 2214, Rock Hill Road, Suite 400, Herndon, VA 20170  
Fax: 703-993-4811 Email: [esergio@gmu.edu](mailto:esergio@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's 24-hour Information Line at 703-993-1000 for up-to-date school cancellations.** If the University is closed your class will not meet ... a make-up class will be announced when the University re-opens.

**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.

**Questions? Call 703-993-4800**