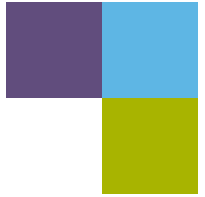




WARNER PACIFIC COLLEGE

ADP | ADULT DEGREE PROGRAM



Policies & Procedures

Credit Card

Visa, Discover and MasterCard are accepted if you are the authorized signer on the card or if the authorized signer has completed an Authorization to Charge form.

Refund Policy

Application, registration and assessment fees are non-refundable. Two-week courses are eligible for a 100% refund if dropped prior to the first workshop; no refund is available if dropped after the first workshop. Other course lengths are eligible for a 100% refund if dropped prior to the first workshop, 80% refund if dropped prior to second workshop, and 50% refund if dropped prior to third workshop.

Changing Financial Options

You may change your primary option while attending Warner Pacific, provided that you are in compliance with your current finance option. In order to change plans, you must contact the Business Office and complete the appropriate financial agreement. All changes must be approved by Warner Pacific prior to becoming effective.

Late Fees

A late fee of \$25 will be assessed 24 hours after the due date of an open charge. To avoid late fees, be sure that all payments are made one week prior to the start of the course.

Returned Check/Credit Card Fees

All returned checks or credit cards will be assessed a \$15 processing fee. (If the account is late when a check or credit card is declined, a late fee plus a declined credit card or returned check fee will be billed.)

Adding/Dropping Courses

All change requests to a student's schedule (adding or dropping courses) must be submitted in writing to the Academic Counseling Department. Students may do so in one of the following ways:

- Complete form, sign and turn in to the Front Desk at the Centre 205 or Cascade campuses.
- Complete form, sign and fax to (503) 517-1350.
- Download and complete form, save, and attach it to an e-mail sent from a Warner Pacific email account to a specified Warner Pacific e-mail address.

A student may withdraw from a course (considered a break in enrollment, not a leave-of-absence), and continue to be registered in the remaining program courses. Adding or dropping courses may impact a student's financial aid.

I have read and understand the payment options and the stated policies and procedures of the Adult Degree Program (ADP) at Warner Pacific. I agree to pay Warner Pacific in accordance with the primary option that I have selected. I understand that I am financially responsible for all services rendered to me by Warner Pacific. Failure to comply with my financial agreement may result in holding of transcripts, administrative withdrawal, assessment of late fees, referral to collections and an unfavorable credit reference. I agree to notify Warner Pacific of any changes in my current address and phone number. Also, I agree that my selection of the primary finance option is voluntary, and the terms and conditions of payment are not contingent upon my receipt of a grade, invoice, statement or reimbursement by my employer or qualification for financial aid.

Student Signature _____ Date _____

Warner Pacific does not discriminate in its student admission and employment practices and provides equal opportunity for all students, applicants and employees regardless of race, color, sex, national origin, disability, age, veteran status and any other status protected by laws and regulations.