

## Professional Designation Programs Re-Enrollment Policy

### **Purpose**

To provide guidance both internally and externally regarding the management of re-enrollment within the College for Financial Planning - a Kaplan Company's Professional Designation Programs.

### **Definitions**

#### *Re-enrollment*

A student-initiated request to enroll in a course or program where enrollment occurred previously. The original enrollment may or may not have an associated passing grade.

### **Re-Enrollment After Previous Withdrawal and/or Failure**

Students who have earned a failing grade (highest grade earned was a 69.99% or below after 2 final exam attempts) during a previous enrollment are eligible to re-enroll in the same Professional Designation and are subject to this re-enrollment policy. The original final grade will remain on the student's academic transcript regardless of if re-enroll occurs.

Students who re-enroll in a Professional Designation Program after a withdrawal or course failure are encouraged to contact the College's Enrollment Department prior to registration to discuss tuition and fees.

### **Re-Enrollment Tuition Discount**

Students who voluntarily withdraw or fail are eligible to re-enroll at a later date at 50% off the current cost of tuition. Re-Enrollment must occur within one (1) year of the original enrollment date in order to apply the 50% tuition discount. The re-enrollment discount can only be used one time.

Students who re-enroll in a Professional Designation Program where an "-F-" or "-W-" letter grade was previously earned will be charged as follows:

- 1st Course Re-Enrollment
  - 50% discount off the current tuition if the student enroll in the same Professional Designation within one (1) calendar year (365 days) from the original course's access date
- 2nd Course Re-Enrollment
  - No tuition discount; full tuition amount will be charged (less any applicable discount)

Students who cancel (drop) their enrollment within the refund time frame may re-enroll at the current cost of tuition.

### **Unpaid Balances**

Students seeking to re-enroll in a Professional Designation Program with the College must settle any unpaid account balances prior to re-enrollment.

### **Program and/or Course Fees**

Any fees associated with the Professional Designation Programs are non-refundable.

### **Shipping and Handling of Course Materials**

Shipping and handling fees are the responsibility of the student and are non-refundable.