

Refund/Cancellation Policy:

For your convenience, you may submit a Withdraw Request by signing in to your CE account at keeplearning.louisiana.edu. You may also cancel by emailing lori.selsor@louisiana.edu. To be eligible for a partial refund, you must cancel your registration a minimum of 24 hours prior to the start time of the class. Cancellation requests received prior to 5 business days before the class start date will be subject to a 10% cancellation fee. If a cancellation request is received between 24 hours and 5 business days prior to the start time of the class, the registrant's total class fees collected will be refunded minus a 20% cancellation fee. Registration cancellations requested within 24 hours of the class start time are not eligible for a refund. A 'no show' is responsible for the full tuition fee. Payments made by credit card will be refunded back to the same card. Check payments will be refunded by check, require a W-9 and social security number and can take up to 30 days. If UL Lafayette Office of Professional and Continuing Education cancels a class, students will receive a full refund.
