

# Withdrawal from a Course

## Refund Policy/Course Disclaimer:

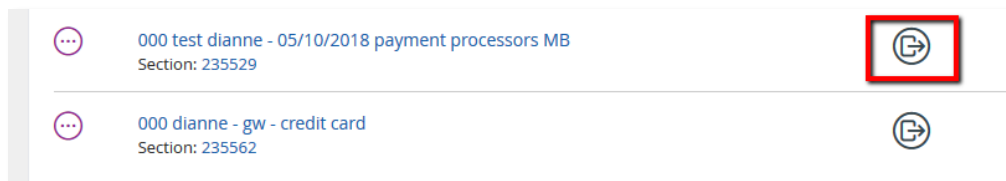
- Participants will receive a full refund when withdrawals are requested up to 8 calendar days before the first day of class.

- Participants will receive NO REFUND of fees for withdrawals requested 7 calendar days prior to, on, or after the first day of class.

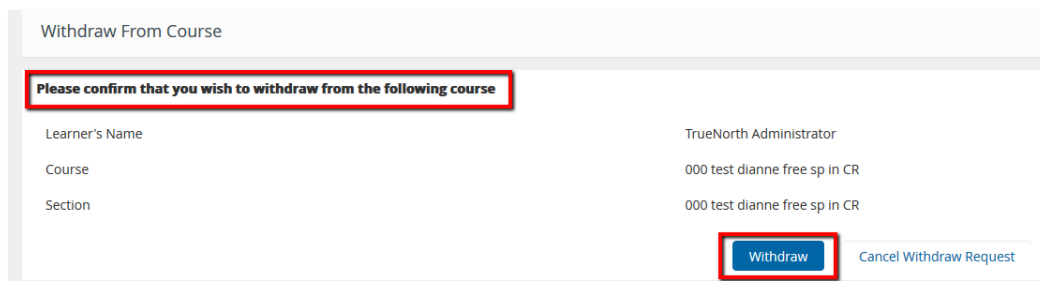
Participants may contact the sponsoring AEA professional learning office administrator in the case of an emergency or a situation with extenuating circumstances to make a special request for a refund. Materials/other fees may not be refundable.

If participants have questions about withdrawals, please email the sponsoring AEA’s professional learning office.

1. Click **Courses** in the tabs along the top of the screen.
2. Locate the **My Courses** channel.
3. Locate the course from which you wish to withdraw and click the withdraw icon.



4. Click the **Withdraw** button to confirm.



5. You will receive confirmation that you have withdrawn from the section and if you are eligible for a refund, that it has been processed.