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 You will receive confirmation that you have withdrawn from the section and if you are eligible for a refund, that it has been processed.