

# Certificate in Education Finance

Finance Strategy, Policy & Leadership

## Frequently Asked Questions and Program Policies

### **Fees and Payments**

Fees are due upon registration in the program. We accept payment via check or credit card (Visa, Mastercard, and American Express). Participants may request consideration for payment plans via email to [edunomics@georgetown.edu](mailto:edunomics@georgetown.edu). The program fees cover a light breakfast, lunch and class materials. Payment does not include travel or housing.

### **Attendance**

Participants wishing to earn full CEU or CPE credits must complete the in-person residency component and participate in all virtual sessions. Participants may make-up up to two missed virtual sessions as long as arrangements are made via email at least 48 hours prior to the session and participant completes the alternate assignments as provide by the instructor.

### **Continuing Education Credits**

We are an approved sponsor with the National Association of State Boards of Accountancy (NASBA) and as such on successful complete participants can earn 48 CPEs. We are also recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. This program is valid for 30 PDCs for the SHRM-CP® or SHRM-SCP®. To earn either of these credits, participants must request this offering before the program begins. Individuals are encouraged to check with their employers and respective crediting authorities to confirm acceptance of these credits.

### **Participant Cancellations and Substitutions**

All requests for participant cancellations and substitutions must be submitted in writing via email to Laura Anderson at [edunomics@georgetown.edu](mailto:edunomics@georgetown.edu). A substitution occurs when a participant registers for a class he or she cannot attend and instead asks to send someone else in his or her place.

The policies for such requests are as follows:

Days Before Start Date	Cancellation Policy	Substitution Policy
More than 30-day notice	Full refund minus a \$150 administration fee	A \$150 administration fee
15- to 30-day notice	50% refund	A \$150 administration fee
14 days or fewer	25% refund	A \$150 administration fee

### **University Cancellations of Course**

All courses are offered contingent upon sufficient enrollment. If a course must be cancelled, enrolled participants will be notified at least ten (10) calendar days before the course start date. Please keep this in mind when making plane reservations. Students enrolled at the point of cancellation will receive a 100% tuition refund.

### **Record Retention Policy**

Georgetown University will maintain records of participation; dates and locations of program offering; instructor; number of CPE credits earned by participants; results of program evaluations; program descriptive materials (course announcement information) for five years.

### **Course update policy**

The course will be revised as soon as feasible following changes to relative codes, laws, rulings, decisions, interpretations, etc. so that content is as relevant and up-to-date as possible.

### **Concerns or Questions**

Any questions related to program content or policies should be emailed to us at [ELabCEF@georgetown.edu](mailto:ELabCEF@georgetown.edu). Participants wishing to register a complaint or concern should contact Laura Anderson at [laura.anderson@georgetown.edu](mailto:laura.anderson@georgetown.edu) or via phone at 206-276-3172.