

Finance Fridays: School Board Member Edition

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.

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 30 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 10 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 Jordan Tollefson at jordan.tollefson@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. 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 or PDC 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 Jordan.Tollefson@georgetown.edu. Participants wishing to register a complaint or concern should contact Laura Anderson at laura.anderson@georgetown.edu or via phone at 206-276-3172.

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