

## General Information

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### Eligibility

Unless the course description or title indicates otherwise, 18 is the minimum age.

### Class Cancellation

A class is canceled when insufficient enrollment occurs prior to the first class meeting. Students will be notified by phone or letter that the class is canceled. Refunds are processed automatically. Occasionally, we are unable to reach a student before the first class meeting.

### Change of Schedule

Please contact the Office of Continuing Education on the campus where you will be attending.

### Books and Supplies

Some courses require a textbook or supplies. Check with the appropriate campus for course textbook requirements when necessary. Some classes require the textbook at the first class period. All TCC campus bookstores will be open for Continuing Education students to purchase textbooks or supplies during these hours: Monday-Thursday, 8 a.m.-7 p.m., Friday, 9 a.m.-5 p.m.

### Continuing Education Units (CEUs)

A CEU (Continuing Education Unit) is defined as “10 hours of participation, in an organized continuing education, adult or extension experience under reasonable sponsorship, capable direction, and qualified instruction.” To identify the specific course for which the CEU is awarded, please consult the course description listing in this schedule. Persons who participate in CEU-designated programs will have a permanent transcript. For a transcript showing the CEUs awarded for successfully completing the specifically designed noncredit course, contact the Office of the Registrar at 817-515-5290.

### Certificates

Upon satisfactory completion of Continuing Education classes for which CEUs are awarded, students will be awarded certificates in recognition of their achievement. Certificates for satisfactory completion of all other Continuing Education courses will be awarded upon student request. The cost of the initial certificate is included in the course tuition.

### Parking

All persons who attend classes on TCC campuses must secure a campus parking permit. This permit will be issued upon registration.

### Age 65 and Older Tuition Exemption

Texas residents age 65 and over may be exempt from payment of all tuition for up to 6 hours per semester and/or from payment of tuition if auditing undergraduate or continuing education courses. Audit registration begins three business days before the start of a Continuing Education class and must be requested in person. Classes may be audited only on a space-available basis.

- Continuing Education courses require department approval.
- Classes in the Senior Education Program are not eligible.

### Refund Policy

The information supplied in this schedule is based upon conditions at the time of printing, and all listed tuitions are subject to change without notice. Continuing Education Services reserves the right to cancel any course section in which there is an inadequate number of enrollees. Refunds are available to students who make their request in person at the Office of the Registrar.

#### **100 percent refund will be given if the student meets one of the following criteria:**

1. The course is canceled by the College.
2. The student drops on or before midnight of the first day of class.

#### **80 percent refund will be given if the student meets the following criterion:**

The student drops before midnight of the second business day following the first day of class.

#### **For one- or two-day classes, 100 percent refund will be given if the student meets one of the following criteria:**

1. The course is canceled by the College.
2. The student drops before the end of the class.

Refunds are automatically processed for classes canceled by the College. For all other classes refunds are made in compliance with the Refund Policy to students who officially withdraw in person at the Office of the Registrar.

**All refunds take approximately four to six weeks to be processed and mailed or credited to the appropriate credit card.**