BOOST YOUR CAREER WITH OUR TOP TRAINING COURSES

DESIGNED WITH YOU IN MIND
Taught by Industry Experts
In Demand Certifications
Online | On-Campus | You Choose
Certification Boot Camps
Earn your certification in one to two weeks

RELEVANT INDUSTRY INSTRUCTION
Compliance | Regulation | Strategy

UNIVERSITY OF TEXAS ARLINGTON

ENROLL TODAY | 866.906.9190 | eti@uta.edu | uta.edu/ded/eti
INTRODUCING ETI’S CERTIFICATION BOOTCAMPS

AIR QUALITY SPECIALIST BOOTCAMP | $1,495
40 HOURS | JUN 3 - 7, 2019 | ARLINGTON, TX | MON - FRI | 8AM TO 5PM
The Air Quality Specialist certificate provides you an overview of the Clean Air Act, Air Quality Compliance in Texas, and the key concepts for successful Stack Testing and Ambient Monitoring Project Management. The bootcamp is designed to give you the information you need in a timeframe that fits your schedule.

WASTE MANAGEMENT SPECIALIST BOOTCAMP | $1,195
40 HOURS | JUN 10 - 14, 2019 | ARLINGTON, TX | MON - FRI | 8AM TO 5PM
The Waste Management Specialist certificate covers the Resource Conservation & Recovery Act providing the basics of managing non-hazardous waste, permitting processes, and common violations as well as how to manage hazardous and industrial waste in Texas.

WATER & WASTEWATER SPECIALIST BOOTCAMP | $2,495
72 HOURS | JUN 20 - 29, 2019 | ARLINGTON, TX | MON - SAT | 8AM TO 5PM
This certification will cover water & wastewater regulations, storm water pollution prevention, spill prevention, control, and countermeasure as well as wastewater pretreatment, strategies, and controls. Participants learn the compliance and fundamental of water and wastewater management.

NEXT STEPS:
Complete all three Bootcamps and you’re only steps away from your certification:
• Take Intro to Environmental Compliance to earn your Specialist in Environmental Regulations (SER)
• SER + 2 Electives = Environmental Regulatory Professional (ERP)
• SER + 2 Courses + 1 Elective = Environmental Management Professional (EMP)
• SER + 3 Electives = Environmental Science Professional (ESP)

See pages 4 - 5 for details.
UPCOMING SIMULCASTS

Participants have the opportunity to take courses either face-to-face or through our live streaming webinars. This option enables participants across the globe to join in training. Visit our website for further details.

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WEBINAR ONLY

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ENVIRONMENTAL REGULATIONS WEBINARS

These free, 1-hour webinars will allow you to connect with a field specialist, who will speak on current environmental topics. Participants will be able to ask questions and network with contemporaries in their field. Each webinar will cover a unique topic. Times will vary. Please refer to our website for more details.

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<td>Updated Air Requirements</td>
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<td>Pollution Prevention &amp; Lean Principles</td>
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<tr>
<td>06/10/19</td>
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<td>Overview of EPA Region 6’s Applicability Determination, Alternative Monitoring, and Compliance Assurance Plan (ADAM-CAP) submission and approval process</td>
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<td>Climate Change Preparation and Mitigation for Businesses</td>
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<td>SPCC Overview: Secondary Containment</td>
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<td>12/09/19</td>
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<td>Using Lean Six Sigma Principles For Environmental Management</td>
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START HERE WITH ETI’S NINE CERTIFICATE PROGRAMS

ENVIRONMENTAL TECHNOLOGY PROFESSIONAL

THREE REQUIRED COURSES:
ETI 101: Intro to Environmental Compliance
MM 720: Environmental Monitoring
MM 721: Environmental Monitoring Lab

CHOOSE ONE ELECTIVE:
AIR 201: Fundamentals of the Clean Air Act
WTR 301: Intro to Water & Wastewater Regulations
WST 401: Resource Conservation & Recovery Act

SPECIALIST IN ENVIRONMENTAL REGULATIONS

FOUR REQUIRED COURSES:
ETI 101: Intro to Environmental Compliance
AIR 201: Fundamentals of the Clean Air Act
WTR 301: Intro to Water & Wastewater Regulations
WST 401: Resource Conservation & Recovery Act

BOOST YOUR KNOWLEDGE AND SKILLS TO BECOME A MASTER IN THE FIELD

ENVIRONMENTAL MANAGEMENT PROFESSIONAL

SIX REQUIRED COURSES:
ETI 101: Intro to Environmental Compliance
AIR 201: Fundamentals of the Clean Air Act
WTR 301: Intro to Water & Wastewater Regulations
WST 401: Resource Conservation & Recovery Act
MGE 801: Environmental Management ISO 14001:2015
MGE 810: Environmental Audits

CHOOSE THREE ELECTIVES:
AIR 211: Stack Testing/Ambient Monitoring Project Management
MM 711: Environmental Permitting
MM 732: Intro to Phase I & II Environmental Site Assessments
MGE 811: Intro to Environmental Law
WST 410: Managing Hazardous Waste in Texas

ENVIRONMENTAL SCIENCE PROFESSIONAL

FOUR REQUIRED COURSES:
ETI 101: Intro to Environmental Compliance
AIR 201: Fundamentals of the Clean Air Act
WTR 301: Intro to Water & Wastewater Regulations
WST 401: Resource Conservation & Recovery Act

CHOOSE FOUR ELECTIVES:
WTR 305: Wastewater Pretreatment, Strategies, & Controls
WTR 308: Potable Water Storage Inspection Techniques
MM 720: Environmental Monitoring & MM 721 Lab
MM 722: Intro to Chemistry for EHS
MM 732: Intro to Phase I & II Environmental Site Assessments

ENROLL NOW | 866.906.9190 | uta.edu/ded/eti
ETI Certifications are designed for those entering the environmental field independently or to gain additional knowledge and skills for your Environmental, Safety, and Health profession.

**ENVIRONMENTAL REGULATORY PROFESSIONAL**

**FOUR REQUIRED COURSES:**
- ETI 101: Intro to Environmental Compliance
- AIR 201: Fundamentals of the Clean Air Act
- WTR 301: Intro to Water & Wastewater Regulations
- WST 401: Resource Conservation & Recovery Act

**CHOOSE FOUR ELECTIVES:**
- AIR 210: Air Quality Compliance in Texas
- WTR 302: Stormwater Pollution Prevention
- MGE 810: Environmental Audits
- MGE 811: Intro to Environmental Law
- MGE 817: Pollution Prevention & Lean Principles

**MASTER CERTIFICATION FOR THE ENVIRONMENTAL PROFESSIONAL**

**EARN ONE OF THESE ETI CERTIFICATIONS:**
- Environmental Regulatory Professional
- Environmental Science Professional
- Environmental Management Professional

**ADD ONE REQUIRED COURSE:**
- MS 901: Management System Design for EHS
  Visit uta.edu/ded for MS 901 schedule

**ADD THREE ADVANCED ETI ELECTIVES**
- Note: Environmental electives used for the required environmental certification (ERP, ESP, EMP) chosen may not be used toward the Master Certification for the Environmental Professional.

**GAIN THE KNOWLEDGE YOU NEED**

**SPECIALIZE IN AIR, WATER, OR WASTE**

**6 MONTHS OR LESS**

**LESS THAN $1600 EACH**

**AIR QUALITY SPECIALIST**

**THREE REQUIRED COURSES:**
- AIR 201: Fundamentals of the Clean Air Act
- AIR 210: Air Quality Compliance in Texas
- AIR 211: Stack Testing/Ambient Monitoring Project Management

**WATER & WASTEWATER SPECIALIST**

**FOUR REQUIRED COURSES:**
- WTR 301: Intro to Water & Wastewater Regulations
- WTR 302: Stormwater Pollution Prevention
- WTR 303: Spill Prevention, Control, & Countermeasure
- WTR 305: Wastewater Pretreatment, Strategies, & Controls

**WASTE MANAGEMENT SPECIALIST**

**TWO REQUIRED COURSES:**
- WST 401: Resource Conservation & Recovery Act
- WST 410: Managing Hazardous Waste in Texas

**GAIN THE CREDENTIALS TO EXCEL YOUR CAREER**
ETI 503
Update for EPA Outreach Trainer Course
16 Hours | $495 per student

This course is designed for Authorized Outreach Trainers who completed the ETI 501 EPA Outreach Trainer Course. This course provides an update on EPA regulations and instructional approaches.

Prerequisites: Authorized Outreach Trainers are required to complete the ETI 501 EPA Outreach Trainer Course.

Refresher Training: Authorized Outreach trainers are required to attend the ETI 503 Update for the EPA Outreach Trainer Course at least once every three (3) years to maintain their trainer status.

Apr 15 - 16, 2019 Arlington, TX
Aug 29 - 30, 2019 Arlington, TX

UTA EPA Outreach Trainers are now able to submit UTA EPA Outreach card request through the Outreach Portal via our website, OutreachPortal.com. For more information on using the Outreach Portal, please contact our office: 866.906.9190 | outreach@uta.edu.

ETI 501
EPA Outreach Trainer Course
32 Hours | $695 per student

This course certifies trainers to teach the EPA 8-Hour Environmental Hazard Awareness course and allows them to be recognized by UTA as an EPA Outreach Trainer. During the course, EPA topics will be reviewed and training techniques presented to promote environmental awareness among workers and equip them to better protect human health and environmental resources.

Note: Participants are encouraged to bring a laptop.

Prerequisites: ETI 101 - Introduction to Environmental Compliance with completion exam AND three years of environmental program experience. A college or master's degree in environmental programs or a Registered Environmental Manager (REM) designation from the National Registry of Environmental Professions may be substituted for two years of experience.

Feb 5 - 8, 2019 Arlington, TX
Jun 25 - 28, 2019 Austin, TX
Oct 1 - 4, 2019 Arlington, TX

ETI 503
UPDATE FOR EPA OUTREACH TRAINER COURSE
16 Hours | $495 per student

This course is designed for Authorized Outreach Trainers who completed the ETI 501 EPA Outreach Trainer Course. This course provides an update on EPA regulations and instructional approaches.

Prerequisites: Authorized Outreach Trainers are required to complete the ETI 501 EPA Outreach Trainer Course.

Refresher Training: Authorized Outreach trainers are required to attend the ETI 503 Update for the EPA Outreach Trainer Course at least once every three (3) years to maintain their trainer status.

Apr 15 - 16, 2019 Arlington, TX
Aug 29 - 30, 2019 Arlington, TX

Join us for our Earth Day Event on April 22, 2019. Register now, space is limited.
### AIR 201
**Fundamentals of the Clean Air Act**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Dates</th>
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</table>
| AIR 201 | 24 Hours | $750 per student | Provides an overview of the Clean Air Act requirements, including the New Source Review process and Title V permitting. Participants are presented with solutions to manage hazardous air pollutants and criterion pollutants. | AIR 201 Fundamentals of the Clean Air Act | Jan 22 - 24, 2019 Houston, TX  
Feb 5 - 7, 2019 Arlington, TX  
Apr 8 - 24, 2019 NIGHT CLASS Arlington, TX  
May 21 - 23, 2019 Arlington, TX  
Jul 24 - 26, 2019 Albuquerque, NM  
Jul 24 - 26, 2019 West Memphis, AR  
Jul 24 - 26, 2019 Arlington, TX  
Jul 24 - 26, 2019 SIMULCAST  
Sep 25 - 27, 2019 Lake Charles, LA  
Sep 25 - 27, 2019 Arlington, TX  
Sep 25 - 27, 2019 Houston, TX  
Sep 25 - 27, 2019 SIMULCAST  
Oct 7 - 23, 2019 NIGHT CLASS Arlington, TX |}

### AIR 210
**Air Quality Compliance in Texas**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Dates</th>
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</table>
| AIR 210 | 8 Hours | $395 per student | This one-day course provides an overview of air quality regulations and permitting in the state of Texas. Participants will gain an understanding of the state regulatory requirements. | AIR 201 Fundamentals of the Clean Air Act | Jan 25, 2019 Houston, TX  
Feb 8, 2019 Arlington, TX  
Apr 27, 2019 Arlington, TX  
May 24, 2019 Arlington, TX  
Aug 16, 2019 Houston, TX  
Oct 26, 2019 Arlington, TX  
Dec 6, 2019 Arlington, TX |}

### WST 401
**Resource Conservation and Recovery Act**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Dates</th>
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</thead>
</table>
| WST 401 | 32 Hours | $895 per student | Participants learn about the federal Resource Conservation and Recovery Act (RCRA), and federal, state, and local agencies and their requirements. Participants will be presented with the basics of managing non-hazardous waste, permitting processes, common violations, and waste minimization. | WST 401 Resource Conservation and Recovery Act | Jan 15 - 18, 2019 SIMULCAST  
Jan 15 - 18, 2019 El Paso, TX  
Jan 15 - 18, 2019 West Memphis, AR  
Jan 15 - 18, 2019 Arlington, TX  
Feb 25 - 28, 2019 Houston, TX  
Feb 25 - 28, 2019 Arlington, TX  
Apr 2 - 25, 2019 NIGHT CLASS Arlington, TX  
Jul 29 - Aug 1, 2019 Arlington, TX  
Nov 4 - 27, 2019 NIGHT CLASS Arlington, TX  
Nov 19 - 22, 2019 Lake Charles, LA  
Nov 19 - 22, 2019 Houston, TX  
Nov 19 - 22, 2019 Arlington, TX  
Nov 19 - 22, 2019 SIMULCAST |}

### WST 405
**Aboveground/Underground Storage Tank**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Dates</th>
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</table>
| WST 405 | 16 Hours | $650 per student | This course is designed to give a background, overview, and basic understanding of Underground Storage Tank and Aboveground Storage Tank (UST and AST) systems and components, laws, policies and guidelines to ensure compliance with federal and state environmental regulations. | WST 401 Resource Conservation and Recovery Act | Jan 30 - 31, 2019 Houston, TX  
Mar 26 - 27, 2019 Arlington, TX  
Apr 17 - 18, 2019 Austin, TX  
Aug 14 - 15, 2019 San Antonio, TX  
Oct 3 - 4, 2019 Arlington, TX |}

### WST 410
**Managing Hazardous Waste in Texas Workshop**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Dates</th>
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</thead>
</table>
| WST 410 | 8 Hours | $395 per student | This course covers the state-specific regulations for managing hazardous and industrial waste in Texas. Topics range from Texas regulations vs. Federal regulations, hazardous and industrial wastes classification, identifying and managing Texas-specific universal wastes, and more. | WST 401 Resource Conservation and Recovery Act | Mar 1, 2019 Houston, TX  
Mar 1, 2019 Arlington, TX  
Jun 29, 2019 Arlington, TX  
Aug 2, 2019 Arlington, TX  
Nov 16, 2019 Arlington, TX  
Dec 13, 2019 San Antonio, TX |
### WTR 302
**STORMWATER POLLUTION PREVENTION PLANS (SWPPP)**

<table>
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<th>16 Hours</th>
<th>$650 per student</th>
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This course covers the fundamental requirements of a storm water pollution prevention plan. Topics for this course include how to identify a facility's potential sources of pollution, discharge, or contamination, and methods to prevent and control storm water pollution through the implementation of best management practices (BMPs). Participants will gain an understanding of erosion and sedimentation challenges, as well as methods to monitor and evaluate the effectiveness of SWPPPs.

- Feb 27 - Mar 1, 2019 Lake Charles, LA
- Feb 27 - Mar 1, 2019 Oklahoma City, OK
- Feb 27 - Mar 1, 2019 Arlington, TX
- Feb 27 - Mar 1, 2019 SIMULCAST
- Mar 20 - 22, 2019 Arlington, TX
- Apr 17 - 19, 2019 Houston, TX
- May 1 - 3, 2019 Arlington, TX
- Jun 18 - 20, 2019 Houston, TX
- Aug 21 - 23, 2019 SIMULCAST
- Aug 21 - 23, 2019 Albuquerque, NM
- Aug 21 - 23, 2019 Arlington, TX
- Aug 20 - 22, 2019 Houston, TX
- Sep 9 - 25, 2019 NIGHT CLASS Arlington, TX

### WTR 303
**SPILL PREVENTION, CONTROL, AND COUNTERMEASURE (SPCC)**

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<th>16 Hours</th>
<th>$650 per student</th>
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Participants learn about SPCC plans, pollution regulations, proper storage of oil, oil transfer procedures, proper containment practices including secondary containment, and how to avoid security breaches and follow proper discharge procedures.

- Jan 31 - Feb 1, 2019 Arlington, TX
- Mar 28 - 29, 2019 Houston, TX
- May 23 - 24, 2019 Austin, TX
- Sep 21 - 28, 2019 Arlington, TX
- Oct 17 - 18, 2019 Arlington, TX
- Dec 11 - 12, 2019 San Antonio, TX

### WTR 305
**WASTEWATER PRETREATMENT — STRATEGIES & CONTROLS**

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<th>16 Hours</th>
<th>$650 per student</th>
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This course offers training for wastewater pretreatment to provide practical resources to implement NPDES federal, state, and local wastewater pretreatment requirements under the Clean Water Act. Attendees will gain the ability to evaluate the need for permits and to effectively comply with permit requirements.

- Jul 10 - 11, 2019 Arlington, TX
- Sep 4 - 5, 2019 Austin, TX
- Nov 5 - 6, 2019 Arlington, TX

### WTR 308
**POTABLE WATER STORAGE INSPECTION TECHNIQUES**

<table>
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<th>16 Hours</th>
<th>$650 per student</th>
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This course provides participants an overview of reasons and methods for water storage facility inspection. Topics include inspection strategy development, use of underwater cameras, sediment sampling, gas monitoring, human entry into the tank, and best practices for inspection documentation.

- Aug 1 - 2, 2019 San Antonio, TX
- Oct 10 - 11, 2019 Arlington, TX

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### ONLINE TRAINING

**WST 460 (Online)**

**RESOURCE CONSERVATION AND RECOVERY ACT - OVERVIEW**

<table>
<thead>
<tr>
<th>8 Hours</th>
<th>$195 per student</th>
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Visit uta.edu/ded/eti to register
MGE 801
ENVIRONMENTAL MANAGEMENT SYSTEMS ISO 14001:2015
32 Hours | $995 per student
This course specifies general requirements and guidelines of the ISO 14001:2015 Environmental Management System (EMS) standard. A fully implemented EMS will provide reasonable assurance of minimal negative environmental impact, improved environmental performance, and sustainable growth.

May 21 - 24, 2019 Arlington, TX
Aug 6 - 9, 2019 Houston, TX
Nov 12 - 15, 2019 Arlington, TX

MGE 810
ENVIRONMENTAL AUDITS
24 Hours | $895 per student
An in-depth look at environmental compliance auditing in all types of organizations in accordance with demonstrated industry techniques and standards of practice. Completion of this course will help improve compliance status, control risks, support environmental management systems, and identify opportunities for pollution prevention.

May 1 - 3, 2019 Austin, TX
May 6 - 22 2019 NIGHT CLASS Arlington, TX
Jun 5 - 7, 2019 Arlington, TX
Aug 14 - 16, 2019 Arlington, TX
Oct 9 - 11, 2019 Austin, TX

MGE 811
INTRODUCTION TO ENVIRONMENTAL LAW
24 Hours | $750 per student
This course assists environmental and safety managers in identifying legal issues, deepening their understanding of how the law intersects with work duties and responsibilities, and learning how best to protect themselves and their employers from claims and enforcement actions.

Apr 10 - 12, 2019 Arlington, TX
Jun 19 - 21, 2019 Austin, TX
Sep 4 - 6, 2019 Arlington, TX
Nov 6 - 8, 2019 Houston, TX

TAKE YOUR CAREER TO THE NEXT LEVEL

PROJECT MANAGEMENT CERTIFICATE
This program provides you with practical knowledge that can be applied immediately to enhance your job performance and productivity. In addition, the curriculum fulfills the 35-hour educational requirement for those preparing to take the Project Management Institute (PMI) PMP certification exam.

3 COURSES: TOTAL PROGRAM COST $1705

PROJECT MANAGEMENT FUNDAMENTALS
8 Hours | $335
02/08/19 Arlington, TX

EFFECTIVE PROJECT INITIATION & PLANNING
15 Hours | $685
02/21/19 - 02/22/19 Arlington, TX

EFFECTIVE PROJECT EXECUTION AND CONTROL
15 Hours | $685
03/07/19 - 03/08/19 Arlington, TX

PROJECT MANAGEMENT CERTIFICATE BOOTCAMP
40 Hours | $1695
01/25/19 - 02/03/19 Arlington, TX
07/15/19 - 07/19/19 Arlington, TX

LEAN SIX SIGMA
Lean Six Sigma is a methodology aimed at reducing waste associated with the flow of materials and information in a process from beginning to end. The overall goal is to identify and eliminate non-essential and non-value added steps in the business process in order to streamline production, improve quality, and gain customer loyalty.

3 COURSES: TOTAL PROGRAM COST $2685

YELLOW BELT
24 Hours | $895
02/02/19 - 02/16/19 Arlington, TX

GREEN BELT
32 Hours | $895
03/23/19 - 04/13/19 Arlington, TX

BLACK BELT
32 Hours | $895
04/27/19 - 05/18/19 Arlington, TX

BUSINESS CONTINUITY & DISASTER RECOVERY CERTIFICATE
21 Hours | $1295
03/30/19 - 04/13/19 Arlington, TX
MM 711
ENVIRONMENTAL PERMITTING - AN OVERVIEW
20 Hours | $750 per student
This course will provide techniques for identifying the relevant types of permits and planning techniques to obtain documents in a timely fashion, which can prevent potential costs and/or violations.

Apr 24 - 26, 2019 Arlington, TX
Jun 12 - 14, 2019 Austin, TX
Jul 1 - 15, 2019 NIGHT CLASS Arlington, TX
Aug 7 - 9, 2019 Austin, TX
Oct 16 - 18, 2019 Arlington, TX

MM 720
ENVIRONMENTAL MONITORING
16 Hours | $650 per student
This course provides an overview of basic environmental monitoring techniques, including identifying when environmental monitoring is required, sampling techniques for air, water, and soil, sample handling, and review of documentation.

Note: MM 720 and MM 721 must be taken concurrently.

Jul 10 - 11, 2019 Fort Worth, TX
Sep 11 - 12, 2019 Houston, TX
Nov 12 - 13, 2019 Fort Worth, TX

MM 721
ENVIRONMENTAL MONITORING LAB
8 Hours | $395 per student
This course applies the principles presented in Environmental Monitoring course in a laboratory setting. During the course, participants will explore the principles using environmental sampling equipment and case studies.

Prerequisites: Completion of the MM 720 Environmental Monitoring.

Jul 12, 2019 Fort Worth, TX
Sep 13, 2019 Houston, TX
Nov 14, 2019 Fort Worth, TX

MM 722
INTRODUCTION TO CHEMISTRY FOR THE ENVIRONMENTAL PROFESSIONAL
20 Hours | $750 per student
This course is designed for environmental professionals seeking knowledge in basic chemistry practices to assist them in everyday decision-making. Attendees will be provided with the tools to understand environmental data, chemical analyses, and treatment options.

Jul 16 - 18, 2019 Houston, TX
Jul 23 - Aug 6, 2019 Arlington, TX
Sep 18 - 20, 2019 Arlington, TX
Dec 18 - 20, 2019 Houston, TX

Policies
CANCELLATIONS
The University of Texas at Arlington reserves the right to change or cancel any class. In the unfortunate event that a class must be changed or canceled, you will be notified by phone and/or email. You are required to provide a valid e-mail address and phone number to ensure notification. The decision to cancel a class due to insufficient enrollment will be made approximately one to two business days prior to the class start date. In the event that a class for which you have registered is canceled, you may transfer to another class, have funds held in escrow or receive a refund in accordance with the policy.

TEXTBOOKS
All course materials will be provided unless indicated otherwise.

ACCOMMODATIONS
The Division for Enterprise Development is dedicated to providing equal educational opportunities to all qualified course participants. Contact cedquestions@uta.edu or call 866.906.9190 for information regarding special accommodations.

STUDENT WITHDRAWAL AND TRANSFER POLICY
Students have several options available should they need to withdraw from a class. The available options are dependent on when the student withdrawal is made. If a student withdraws from a class more than two full business days before the class, they may transfer to another class at no charge; hold fees in escrow up to one year at no charge; or refund their course fee less a $35 processing charge for fees less than $1,000, or 5% of fees over $1,000. If a student withdraws from a class at any time from two days prior to the class start date or after a class begins, the fees are nonrefundable. They may transfer to another class or hold the fees in escrow. Please note: All student withdrawal requests must be received via telephone, Monday-Friday during normal business hours.

TITLE IX POLICY
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