

# Community Course Discount Policy

Returning community course participants are eligible for a 10% discount (Maximum value = \$10) off their enrollment fee for any eligible course. Courses priced from 100.00 - 299.99 are eligible for a \$10 discount when requested over the phone or by email at the time of enrollment. Any course that is priced over \$299.99 is exempt from this policy with the exception of our test preparation courses. Please contact Mark Lipscomb by email [mark.lipscomb@auburn.edu](mailto:mark.lipscomb@auburn.edu) or phone 334-844-3100 with any questions about our discount policy and group rates (4+). Pre-registration is required for most courses, and is strongly recommended.

The Office of Professional and Continuing Education strives to provide non-credit courses that meet the needs of the community. It is important that you pre-register, because only courses for which there is sufficient enrollment will be provided. Applicants are assigned to classes on a first-come basis.

**FEES & PAYMENTS:** OPCE courses are self-supporting and costs vary depending upon expenses. It is required that you pay the FULL course fee in order to be enrolled.

**WITHDRAWALS & REFUNDS:** If you are unable to attend a certificate program for which you have registered, please notify the OPCE (fax, write, or email) five business days prior to the beginning of the program. If you are unable to attend a course for which you have registered, please notify the OPCE (fax, write, or email) three business days prior to the beginning of the course. Providing the appropriate cancellation notice will ensure a full refund minus a \$20 processing fee. If you register for a certificate program or course during the 5 or 3-day window prior to the start date and you must cancel your registration, you may choose to substitute a person – no refunds are available during this time period. OPCE is not responsible for nonrefundable plane tickets, hotel and rental car deposits, or any other expenses incurred.

**FINDING YOUR WAY ON CAMPUS:** Maps are available at <https://cws.auburn.edu/map> . Directions to class are automatically emailed upon registration.

**AUBURN UNIVERSITY TRAFFIC & PARKING REGULATIONS:** A vehicle driven/parked on campus during the hours of 7 am – 5:30 pm will require a campus zone permit. Contact AU Parking Services at 334-844-4143. Auburn University is an equal opportunity educational institution/employer.