



Antioch University Seattle Center for Continuing Education

Confirmation, Cancellation and Refunds Policies:

After your registration and payment are received, you will receive a confirmation and receipt by mail or email. Reminder emails with details are generally emailed a few days prior to the workshop or class. If you prefer not to receive these reminders via email, please let our office know.

Each workshop requires a minimum number of participants. On rare occasions, our workshops do not reach that threshold. If you have registered for a course that needs to be cancelled due to insufficient enrollment, you will be notified by email one week prior to date of the workshop and you will receive a full refund of your tuition. If you are concerned about making plans and would like to find out the status of a course you have registered for, feel free to contact our office.

If you must cancel your registration, please notify the Center for Continuing Education at Antioch as soon as possible by phoning 206-268-4111. We require a full business day's notice for full refund (for instance you need to contact us by the end of the business day on Wednesday for a workshop that begins Friday morning). Participants that cancel their registration less than one full business day prior to the beginning of the class are refunded their tuition minus a \$35 cancellation fee. No refunds are provided for no-shows and partial refunds are not provided to participants who discontinue a class after it has begun.

If you have any questions about registration, policies and procedures, please contact the Center for Continuing Education at 206-268-4111.