

## LATE FEES AND CANCELLING COURSES

---

### REGISTRATION DEADLINES AND LATE FEES

To avoid late registration fees for May/summer term courses you must register by the Monday of the first week your class begins. You will be charged a \$25 late fee if you register after Monday during the first week. Beginning on Monday of the second week, the late registration fee increases to \$50.

For more information about registration for Public Health Institute courses contact:

- School of Public Health Student Services 612-624-6952 or
- Visit the University of Minnesota website:

[http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/late\\_registration\\_fees.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/late_registration_fees.html)

### CANCELING COURSES – GRADUATE CREDIT

If you registered for graduate credit, you can cancel your registration yourself. Go to [www.onestop.umn.edu](http://www.onestop.umn.edu)

**Tuition and Fees Refund Schedule for one and two week courses.  
(.5 credit courses or two day courses must be cancelled on day 1 of term)**

| Days of Term | % of Refund | Change Grade Base or Variable Credits | Required to Cancel   | Required to Add  |
|--------------|-------------|---------------------------------------|--|--|
| Day 1        | 100%        | Allowed                               | No approval  | No approval  |
| Day 2        | 50%         | Allowed                               | See instruction below  | Instructor approval  |
| Day 3        | No refund   | Not allowed                           | No approval ("W" recorded on transcript)                           | Approvals from instructor and college scholastic committee |
| After Day 3  | No refund   | Not allowed                           | College scholastic committee approval ("W" recorded on transcript) | Approvals from instructor and college scholastic committee |

After day 1 of the course, you must send **written notification** to cancel your registration for Institute courses to the School of Public Health Student Services Offices:

E-mail: [franc004@umn.edu](mailto:franc004@umn.edu)  
Fax: 612-624-4489  
Delivery: Student Services Center  
School of Public Health  
D305 Mayo, MMC 819  
420 Delaware St. SE  
Minneapolis, MN 55455

### CANCELLING COURSES – NON-CREDIT CONTINUING EDUCATION HOURS

- An administrative fee of \$50 will be charged on all cancellation requests received after the first day of class.

If you are registered as a professional continuing education participant, send written notice to cancel your registration to the Centers for Public Health Education and Outreach by fax, 612-626-4525 or by e-mail [cpheo@umn.edu](mailto:cpheo@umn.edu)