

PROGRAM POLICIES

Registration

Three ways to register

1. Mail registration to:

**Executive Education
Rutgers School of Business-Camden
227 Penn Street, 2nd Floor
Camden, NJ 08102 USA**

2. Fax registration form to:

856. 225. 6904

3. Go online at www.execed.rutgers.edu

Registrations are confirmed in writing in the order they are received. Registration at the door is usually not possible. If you have not received a written confirmation, please contact our office (856.225.6685) before traveling to the event.

Fees

Fees are listed on the description page for each program or seminar. The fees include instruction, and materials; unless noted otherwise. *(All fees and dates are subject to change)*

Discounts (contact the Exec Ed Office (856-225-6685) to receive more information or to utilize a discount)

- Group Value:** (3 or more people attending the same course; registering at the same time) 10% off
- Rutgers University Employees & Staff:** Receive 40% off selected programs. (call for details)
- Rutgers University Alumni:** Receive 10% off selected programs. (call for details)
- Veteran/Military Discount:** Receive 10% off selected programs. (call for details)
- Lockheed Martin Employees who are current Rutgers SBC MBA students and taking the LSS Green Belt Course:** pay only \$1095 for the LSS Green Belt course

Payment

Payment or payment guarantee “in hand” (such as a Purchase Order) is expected at the time of registration. You may pay by credit card or check. (Payable to “Rutgers University”)

Substitutions and Cancellations

Substitutions of registrants can be made at any time prior to the course by contacting our office; unless a course has a prerequisite or prework.

Cancellations for Open Enrollment Courses

- All cancellation requests must be received in writing
- Cancellation requests made more than 30 days of program/course start: 90% refund
- Cancellation requests made within 30 days to 10 days of program/course start: 50% refund
- Cancellation requests made within 10 days of the start of the program will incur the full program fee.

NOTE: Online courses are considered to have begun upon the initial registration

Accommodations

The course fees do not include lodging. We can recommend hotels convenient to the training location. Contact our offices.

Standards and Records

Performance Standards

For Classroom Programs

Classes are conducted and managed on a pass/fail basis and at the discretion of the instructor. No grades are assigned. Participants will be informed if performance criteria have been established otherwise.

For Online Certificate Programs

Exam scores (take only "post-tests") of 75 or better on all required course modules as set forth in the curriculum. Satisfactory completion of all online courses and Advisor-Instructor's led assignments is required.

Record Confidentiality

Records will be released only upon written request of participant unless training program is employer funded, or funded through a local, state or federal agency, in which case performance records will be available to employer's or the agency's authorized representative.

Non-Discrimination Policy

It is our policy not to discriminate on the basis of sex, age, handicap, race, color, national and ethnic origin or sexual orientation in its education programs, admissions policies, employment policies, financial aid programs and other school administered programs.

Grievance Policy

If you are a participant in one of our programs and have an unresolved issue or complaint to address, please follow our [Grievance Procedure](#).

Disclaimers and Assistance

Rutgers University reserves the right to change without notice any statements contained herein, concerning, but not limited to, policies, tuition, fees, curricula and courses. If a course is cancelled, Rutgers will make every attempt to notify participants well in advance of the program start date.

Please contact us directly should you require assistance during the enrollment process or prior to attending a program for which you are registered.

Our facilities are designed to accommodate individuals who have physical disabilities. Please notify us if you require any specific accommodations.