



## Information and Policies for Continuing Education

### Equal Opportunity Policy

Peirce College is an Equal Opportunity Institution. The College is committed to ensuring equal opportunity in all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, and College-sponsored extracurricular activities).

**For additional Compliance/Consumer Information**, visit <http://www.peirce.edu/About/Compliance.aspx>.

### Inclement Weather

Inclement weather may at times cause the cancellation of workshops. Listen to radio station KYW (1060 AM) or call 215-545-6400 during inclement weather for school closing announcements. School closings are also announced on NBC10, Fox 29, and ABC6. **SCHOOL CLOSING NUMBERS:** Day: 164; Evening/Saturday/On Site: 2164.

### Lifetime Learning Tax Credit

Eligible participants may benefit from the Lifetime Learning Tax Credit. For information on this tax credit and eligibility requirements, please consult with your tax advisor or visit [www.irs.gov](http://www.irs.gov).

### Workshop Cancellation

The College reserves the right to cancel a course/workshop when registrations are below the minimum enrollment requirement. The College will make every effort to notify registered participants of a cancellation.

### Refund Policy

Participants who wish to cancel a workshop registration and receive a refund must make their request at least five (5) business days prior to the course/workshop starting date. No refund requests will be granted after this time. A workshop cancellation and refund request can be sent to Carol Walton, Program Manager, Business Development, [cawalton@peirce.edu](mailto:cawalton@peirce.edu) or call 888.GO.PEIRCE, ext. 9056.

### Code of Conduct and Responsibility

All participants of Peirce College Professional Development programs are responsible for their actions and for ensuring that their personal conduct while on the College premises complies with the standards established by the College. This Code of Conduct and Responsibility has been developed to promote growth, to provide participants with due process, and to uphold the College's educational mission and standards. To read more about this policy, please visit <http://www.peirce.edu/About/CollegeCatalog.aspx>.

### Questions

For questions, please email Carol Walton, Program Manager Business Development, [cawalton@peirce.edu](mailto:cawalton@peirce.edu) or call 888.GO.PEIRCE, ext. 9056.