General Continuing Education Information and Policies

Policies

Vocational Credit
Continuing education vocational credits do not apply to any degree or certificate programs offered at the college nor in the academic divisions. Vocational credits will not be added to a student’s academic credit hours nor included in GPA. Students will receive a grade of P (Pass) or N (No pass). Email or call Continuing Professional Development at professionalworkshops@clcillinois.edu or 847-543-2615 for additional information.

Senior Citizens
The classes in Continuing Professional Development are offered through continuing education and are intended for personal enrichment or career development. All in-district residents who are 65 years of age or older at the time of registration may enroll in vocation credit courses offered by continuing education at one-half the regular tuition rate, with all other fees remaining unchanged. The senior citizen tuition waiver does not apply to Continuing Education classes.

Payment
Payment plans are available for non-credit classes. The Cashier’s Office can assist students in setting up their payment plans. Non-credit classes are not available for Financial Aid.

A billing statement will be sent on unpaid accounts. However, it is the responsibility of the student to meet payment deadlines regardless of when the bill is received. Again, establishing a payment plan or paying for a class should occur prior to the first day of the class regardless of when the student enrolled in the class.

Withdrawals and Refunds
Students are NOT automatically dropped from continuing education classes. Students who do not plan to complete an enrolled class are responsible for officially dropping the class online. Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is recorded in the system at the time the student drops the class.

Students who stop attending class, but do not officially drop, will remain responsible for all tuition/fees for the class. It is not sufficient to tell a CLC staff member that you want to drop a class; you must complete the drop/withdrawal action yourself. The official deadline for dropping or for withdrawing is defined individually for each class.

Refund Schedule
To check the deadline dates, log on to myCLC and choose 'My Class Schedule'. When your schedule appears, click on the calendar icon next to the class, and the deadline dates will be displayed. These dates are also displayed in the schedule of classes. If you are not sure of the deadlines, please check with the Office of Admissions and Records at (847) 543-2061.

Semester long classes:
- Withdrawal on or before start of class = 100 percent refund
- Withdrawal before 15 percent of class time passes = 100 percent refund
- Withdrawal after 15 percent of class days pass = no refund

One-day and "Series" Classes:
• Withdrawal the day before class = 100 percent refund
• Withdrawal on or after day of class = no refund

For more information about payments and refunds, call (847) 543-2085.