

Registration Policies & Refund Information

REGISTRATION INFORMATION for MUSIC & LEARNING LAB is located in those sections of the program guide.

Payment policies for those departments are excluded from below.

- Students are responsible for receipts and/or proof of payment should any discrepancies occur in their account balance.
- In the event a class is cancelled, a student will be given the option of a refund or an alternate class choice. After 30 days, if no response is received from the student, a credit to be used within the facility will be issued.

Payment Policy

Semester Classes: All classes must be paid in full prior to the first class, or a late-payment fee will be added. Payment plans for multiple family members can only be authorized by the registration department.

Workshops: These classes must be paid in full at the time of registration, unless specified otherwise.

Refund Policy

All refund requests should be made to the Registration Department upon class termination. Please allow 10-14 days for processing.

Semester Classes: One week before the first class date, the student may receive a 100% refund.

Less than one week and up to the second date of class, the student will be charged a \$20 withdrawal fee and/or the cost of any supplies ordered. No refunds will be given after the second class has occurred.

Workshops: One week before the workshop date, the student may receive a 100% refund. No refund will be issued after that time period.

HIGHER EDUCATION/ FINANCIAL AID

OFFICERS and IT STAFF

The Renaissance Center is operated by The Jackson Foundation, Incorporated, which is governed by a 9-member Board of Trustees. The President/Executive Director is Sen. Doug Jackson, J.D., and Assistant Executive Director is Robert E. Spencer, R.N., M.S.N., J.D.

The Renaissance Center is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety and fiscal responsibility.

ENROLLMENT and ENTRANCE POLICIES

Students may enroll until the first class meeting. After the first class meeting students may enroll with the permission of the instructor. Students may enroll in person or by phone. Students are required to have a high school diploma or GED certificate to be admitted to professional development classes. Exceptions may be made at the discretion of the President/Executive Director.

ATTENDANCE

There are no minimum attendance requirements.

GRADING

Students are not graded. The instructor, where applicable, makes student evaluations.

STUDENT CONDUCT

Students are expected to act in a manner commensurate with adult behavior. Students exhibiting offensive behavior will be dismissed immediately and will be readmitted only on the approval of the President/Executive Director.

PLACEMENT ASSISTANCE

No placement assistant is offered at this time.

EQUIPMENT

State-of-the-art PCs and high-performance computers, as well as LCD and ELMO projectors are used as teaching aids.

PREVIOUS CREDITS

Students with previous education or experience will be evaluated by the staff for advanced placement in the professional development programs.

STUDENT GRIEVANCE PROCEDURE

Students should attempt to resolve any grievance with their instructor or the Registrar. If unsuccessful, the student should contact Regina Cathey, Senior Director of Human Resources, 855 Highway 46 South, Dickson, Tennessee 37055, (615) 740-5502. Failing resolution at that level, the grievance will be referred to Doug Jackson, President/Executive Director of The Renaissance Center. If the grievance is not settled at the instructional level, the student may contact the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, Tennessee 37243, (615) 741-5293.

CREDIT TRANSFERS

The Renaissance Center is a special purpose institution. That purpose is to provide quality education and opportunities for students of all ages in the area of professional development. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

FINANCIAL AID

For financial aid information, contact Blake Kruse at (615) 740-5555 or blake.kruse@rcenter.org.

Persons interested in information technology classes at The Renaissance Center may be eligible to apply for Goodlark Educational Foundation Technology Scholarships. The application deadline for Spring 2009 is Friday, Dec. 19, 2008.

Veterans may be eligible to use benefits through Veterans Affairs. Pro-Vet and Campaign-Vet Scholarships may be available for recently discharged veterans. The Tennessee Higher Education Commission and Department of Veterans Affairs have authorized the following programs for funding through the G.I. Bill in 2008: CompTIA series; Microsoft Certified Systems Engineer; Microsoft Certified Systems Administrator; Microsoft Office Specialist; Microsoft Certified Solutions Developer; Graphic Design/Desktop Publishing; Basic Web Design; Web Programming; Cisco Certified Network Associate. Dislocated workers may be eligible for assistance through the Workforce Investment Act.