



Course Registration Fee Policy

As part of our continued effort to better serve our district, a course registration fee will be charged for Broward Virtual University courses. Full payment, via credit card only, will be required and collected upon registration through MyLearningPlan.

Broward County Public School employees are eligible for a reimbursement of the registration fee upon completion of **ALL** course requirements. The reimbursement will be processed 2-3 weeks after the end date of the course and inservice credit has been awarded.

The registration fee is fully refundable **only** if registration is cancelled *7 or more days prior to the start date* of the course. Refunds will not be available for cancellations made within fewer than 7 days from the start date or after the start date of the course. Refunds will not be available for failure to complete the course requirements for any reason.

Disputed transactions will result in the user's removal from the course until payment plus the chargeback fee has been satisfied and/or jeopardizing future participation in BVU courses until the disputed transaction and any related fee has been resolved.

Once the course has started, refunds will not be processed for registering in the wrong course or for a course no longer needed, course incompleteness, technical difficulties, meeting absence (blended courses), no show or not logging in to the course. If the facilitator drops you from the course, a refund will not be processed.

Broward Virtual University reserves the right to cancel any course. Notice will be provided and registered participants will receive a full refund of the registration fee.

To cancel your registration, you may do either of the following, *before the start date of the course*:

1. Email bvu@browardschools.com with your name, personnel number, and the course you would like to drop. You will be dropped from the course and a refund will be issued if your email is received *7 or more days prior to the start date* of the course.
2. Call our office at 754-321-5053 to process a cancellation before the start date of the course. You will be dropped from the course and a refund will be issued if your call is received *7 or more days prior to the start date* of the course.