

Making the world a more just place by educating and inspiring its judiciary.

NJC BILLING POLICY

Both full payment of tuition and fees and a completed registration process are required to enroll in NJC courses and programming. Participants who are unable to pay in full at the time of registration, must have a certified payment plan or an approved payment deferral plan and pay in full at least 30 days before the start of the course. Participants who register within 30 days of the start of a course or program must pay upon receipt of the invoice.

A registration will not be considered complete until payment is made. Registration form will include a link to make a credit card payment upon registration and upon receipt of scholarship award notification. Automated reminders will be sent for collection of payment to complete registration to those who have not paid in full.

PAYMENT DEFERAL PLANS

Participants who are unable to pay may request a deferral of payment. Requests must be made in writing with an explanation of the circumstances requiring a deferred payment.

WITHDRAWAL POLICY

Enrolled participants who wish to withdraw from a course or program must submit a withdrawal request to the registrar in writing.

- If a withdrawal notification is received **more than 30 days prior** to the start of the course, tuition and fees will be refunded, minus 3 % of the total cost to cover the processing expense.
- If a withdrawal notification is received **between 29 days and 1 day prior** to the start of the course, 50% of tuition and fees will be refunded.
- If a participant fails to attend a course or fails to send notification of withdrawal before the first day of the course, there will be no refund.

COURSE CANCELLATION

If a course is canceled by the NJC, a full refund of all fees paid for the course will be issued. In the event that a course must be cancelled, the NJC will provide notice at least 30-days prior to the start of the course.

DEFINITIONS

Certified Payments include agency payments and group discounts that must be designated during the registration process.

Deferred Payment Plans allow a participant to extend the time to submit payment. Deferred Payment Plans must be approved in writing by the President, Provost or Chief Financial Officer.

This policy is effective immediately upon approval of the Board of Trustees.