

## **Course Rescheduling Policy and Fees**

Please note that every GHG Management Institute course is available to enrollees for 12 months. During the 1st month, you will have access to our course material, faculty, a learning support associate, and your classmates. These represent three levels of interactivity to maximize your learning experience. You can use the remaining self-instructed 11 months to review the course materials. This is especially useful for learners taking a proficiency exam.

**Effective 01 January, 2009, the Institute will implement the following rescheduling policies and fees:**

1. Learners should specify their preferred schedule for every course upon making their online order and payment and/or as they correspond with the Registrar of the Institute.
2. Learners will receive a confirmation via email on the proposed schedule of classes together with their log-in details from GHGMI Support. The proposed schedule will be based on the learner's preferred classes.
3. In order to reschedule any course, learners need to send an email to [registrar@ghginstitute.org](mailto:registrar@ghginstitute.org) with their request.
4. There is **no charge** for schedule changes made prior to the first day of the class
5. Any schedule changes made after class opening day will be charged a fee according to the schedule below:

<b>Opening date – end of 7<sup>th</sup> day of class:</b>	<b>USD 100</b>
<b>On or after the 8<sup>th</sup> day of class:</b>	<b>USD 200</b>

6. Payments for the Rescheduling of a class can be made online. Click [here](#) to make the payment.