

REFUND, CANCELLATION AND WITHDRAWAL POLICY

Full refunds are available if the School of Continuing Education cancels a course. If you must withdraw from a course, please notify the School of Continuing Education before the cancellation deadline per specific course type (see table below). We will attempt to accommodate you in another course or issue you a refund less a withdrawal fee.

Registration withdrawals after the terms stated will not be eligible for a refund. These standards apply to all School of Continuing Education courses unless the course information specifically states a different policy. The School of Continuing Education reserves the right to cancel courses due to insufficient enrolment.

COURSE	CANCELLATION DEADLINE	WITHDRAWAL FEE
Professional Development:		
Business, Community and Industry Courses	2 Business days prior to start date	\$30 admin fee
ENFORM	10 Business days prior to start date	\$30 admin fee
Pre-Employment Trades	20 Business days prior to start date	\$200 non-refundable fee
Professional Bookkeeping	20 Business days prior to start date	\$200 non-refundable fee
Health Care Aid	20 Business days prior to start date	\$200 non-refundable fee
COURSE	CANCELLATION DEADLINE	WITHDRAWAL FEE
Summer:		
Day Camps	5 Business days prior to start date	\$30 admin fee
Stay Camps	20 Business days prior to start date	\$100 admin fee
COURSE	CANCELLATION DEADLINE	WITHDRAWAL FEE
Series Summer Arts School	10 Business days prior to start date	\$30 admin fee