

Refund and Cancellation Policy:

If you must withdraw from a course prior to the course start date please notify the RDC Office of the Registrar. We will attempt to accommodate you into another course or issue a refund less the \$30 administration fee. **Exceptions to this policy are certificate programs with a non-refundable deposit.**

If you would like to transfer into another course prior to the course start date, you will be eligible for one transfer with no charge. Any additional transfers will result in a \$30 administration fee.

RDC School of Continuing Education reserves the right to cancel courses due to insufficient enrolment. In the event a course is cancelled, we will make every attempt to enroll you into the next upcoming course, otherwise a full refund will automatically be issued.

Certificate Programs with a non-refundable deposit:

The following programs have a **\$200 non-refundable deposit** due at the time of registration.

- Professional Bookkeeping
- Pre-Employment Trades
- Health Care Aide

If for any reason you need to withdraw from a course after the course start date, please submit a written request to the RDC School of Continuing Education at continuingeducation@rdc.ab.ca

(Please note that all courses with a start date after July 1, 2019 will be subject to a \$50 administration fee)