

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 RDC 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 the 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	30 business days prior to start date	\$200 non-refundable fee
Professional Bookkeeping	30 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	30 days prior to start date	\$100 admin fee
OTHER		
Series Summer Arts School	2 weeks prior to start date	\$30 admin fee