

Extra Curricular Creative Arts Program

Continuing Education

Ottawa-Carleton District School Board

Tel. (613) 239-2744 Fax (613) 239-2679

Central Registration (613) 239-2398

www.ocdsb.ca/Secondary_websites/continweb/ecca/ecca.htm

FEE PAYMENT INFORMATION - Withdrawals and Refunds

Withdrawals and Refunds

Course fee payment is required at the time of registration either in full or by instalment. If a course is found to be unsuitable for a student, a transfer to another course can be arranged by speaking with the Program Supervisor or you can withdraw your child from the course and request a refund.

To withdraw a student from a course and request a refund, contact the ECCA Program at (613) 239-2744 or (613) 239-2747. Please note the withdrawal/refund timelines listed below.

Refunds are paid in the same form as payment was made (Fees paid by VISA are refunded by VISA). For cheque refunds, please allow 4-6 weeks for processing.

Course withdrawal/refund deadlines

Deadline: Friday October 10, 2008

- Should a student withdraw from a course by Friday October 10, 2008, a pro-rated refund will be processed, less a \$20 administration fee

Deadline: Friday December 5, 2008

- If a student elects not to return to a full-year course resuming in January, 2009, a pro-rated refund for the Winter and Spring terms (January-March) will be processed, less a \$20 administration fee, and must be requested by the withdrawal deadline of December 5, 2008

Deadline: Thursdays March 11, 2009

- If a student elects not to return to a full-year course resuming after March break, a pro-rated refund for the Spring term (March 17-June 1) will be processed, less a \$20 administration fee, and must be requested by the withdrawal deadline of March 11, 2009.

Note

- No refunds are issued after March 13, 2009, unless the family relocates outside the Ottawa region
- No refunds are issued on courses which run for one school term (Fall, Winter, Spring) or less