

**COURSE CANCELLATION/REFUND POLICY**

Sufficient enrolment is necessary to run a class.

Should the OCDSB be obliged to cancel a course or workshop due to insufficient enrolment, all registrants are contacted by phone and offered the following alternatives:

- Transferring to another course/workshop at the same school
- Transferring to another course/workshop at another school
- Receiving a full refund by CHEQUE (please allow four to six weeks) for payments made by cash or cheque, or a credit to VISA or MasterCard or AMEX

**COURSE WITHDRAWAL/REFUND POLICY**

To qualify for a refund:

- You must withdraw one week prior to the starting date of a workshop or course
- You must notify the administrator in charge
- A withdrawal fee of \$20 will be charged to cover administrative processing costs
- Once classes have started, we will not issue refunds

**FOR MORE INFORMATION, CALL 613-239-2751**