



Preface

The College of the Rockies offers a number of Continuing Education face-to-face and online programs such as the online **Special Event Planning Program** that may have a specific refund policy in place, in addition to minimum enrolment requirements, in order to run the programs.

Registration and/or payment deadlines are set in order to review enrollment for that purpose as well as for giving the program instructor time to prepare for the programs that are running. If the minimum enrollment has been met on or before the deadline (and if the program is not full), the registration period may stay open until the program starts.

This policy is current at the time of printing, but subject to change without prior notice.

Refundable and Non-refundable Fees

Tuition Fees (Full Program)

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|---|---|
| A) Cancellation by the College | Full refund |
| B) Withdrawal prior to 2 weeks (10 business days) of the start date | Full refund |
| C) Withdrawal prior to 1 week (5 business days) of the start date | Full refund Less \$100 Admin Fee |
| D) Withdrawal within 1 week (5 business days) of the start date | <u>No Refund</u> |

Note: The refund policy for student withdrawals during the program due to unforeseen medical reasons would be reviewed on a case-by-case basis upon timely notification and/or request by the student. Such requests may require the submission of a Doctor’s note and/or other documentation in order that a determination can be made on the possibility of granting a partial refund or not, or if there are other options such as deferral to the next intake.

Computers & Technology Issues

It is the participant’s responsibility to ensure that they have access to the appropriate technology to complete the course. If the participant’s computer breaks down or has internet problems, they will need to find another source to access the course. Internet cafes, libraries and some Colleges usually provide public access to computer/internet at minimal cost.

Program and Course Changes

College of the Rockies reserves the right to make whatever changes are deemed necessary as a result of changing circumstances, including cancellation, re-scheduling or other adjustments of programs and courses.

Contact

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