

CPD POLICY:

CANCELLATION & REFUND

Approved by: CPD Office

Date of Original Approval: July 30, 2019

Date of Last Approved:

Date of Next Scheduled Review:

I. PURPOSE

To outline the policies in place should CPD cancel a program or a participant cancels their registration for a program with a tuition fee.

II. STATEMENT

Refund Policy

For courses with a tuition fee, notices of cancellation must be received in writing in advance of the course. The date by which notices of cancellation must be received will be available on the registration page for the specific course to which a participant is registering. The notice of cancellation deadline may vary depending on the course.

Cancellations received in writing prior to the notice of cancellation date will be charged \$10 up to a maximum 20% of the tuition fee, whichever is greater. CPD regrets that refunds cannot be offered after the notice of cancellation deadline available on the course's registration page.

Cancellation Policy

CPD reserves the right to cancel a course due to insufficient registrations or circumstances beyond its control. Registrants will be notified at the earliest possible date in the event of a cancellation. Tuition fees for courses cancelled by Western will be refunded in full, however Western will not be liable for any loss, damages or other expenses that such cancellations may cause.