

Refund/Withdrawal Policy

IF you submit a written request to cancel **at least five (5) days before the start of the first class...**



YOU WILL RECEIVE a full refund.

IF you submit a written request to cancel **less than five (5) days before the start of the first class and the day before the program starts...**



YOU WILL RECEIVE a full refund less a \$10 administration fee. The administration fee will be waived if you accept a credit on your account.

IF you submit a written request to cancel on the first day and up to and including **the second class/day*...**

* your written request must be submitted one (1) day prior to day of the third class.



YOU WILL RECEIVE a pro-rated refund less a \$10 administration fee. The administration fee will be waived if you accept a credit on your account. No refund will be issued after the 3rd class/day of a program.

IF your request is received after the 3rd class...



SORRY, no refund.

IF we cancel your program prior to the start date...



YOU WILL RECEIVE a full refund.

IF we request an applicant be withdrawn due to lack of program compatibility...



YOU WILL RECEIVE a refund less fee for classes attended prior to withdrawal request.

Note: In order to get a refund, cancellation requests for Aquatic Leadership / BOAT courses, Adult programs/workshops offered through the Varley Art Gallery, Camps and program workshops must be received in writing at least five business days prior to the start of the first class.