

## **Red Deer Polytechnic Division of Extended Education**

### **Refund Policy**

To be eligible for a refund, learner must notify the Division of Extended Education of their intent to drop course enrollment(s) 2 business days prior to the course start date.

For certificate programs with multiple course start dates within the term, notification for all course drops/withdrawals must be received 2 business days prior to the start of term (start of term is deemed to be the initial course start date).

Full refund will be provided, minus any administration fees and non-refundable deposits.

### **Withdrawal Policy**

Withdrawal after the course drop date will result in a “WD” or “Incomplete” on learner transcript.

### **Cancellation Policy**

Red Deer Polytechnic, Division of Extended Education, reserves the right to cancel courses due to insufficient enrolment. In the event a course is cancelled, the learner will be notified and given the option to be transferred to an alternate course offering. If the alternate enrolment is declined, or response is not received within 5 business days, a full refund will be processed. (Note: refund processing times may take up to 6 weeks)

### **FOIP Statement**

The personal information you provide is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta, Section 33(c). Your personal information will be used for purposes including registrations, providing tax receipts, recruitment, distributing follow-up educational information, college research and statistical reporting. If you have any questions about the collection and use of this personal information, please contact the Extended Education, Red Deer Polytechnic, 100 College Blvd, Box 5005, Red Deer, Alberta, T4N 5H5. Telephone 403.356.4900.

### **Waiver**

By payment of the registration fee, the participant accepts the risks of physical injury normal to the course or activity in which they are registered.

### **Contact**

Red Deer Polytechnic Division of Extended Education

Monday - Friday | 8 am - 4 pm

Main Number: 403.356.4900

[extended.ed@rdpolytech.ca](mailto:extended.ed@rdpolytech.ca)