

Preface:

The College of the Rockies offers a number of Continuing Education online courses and programs, such as **Special Event Planning and Birth Doula Studies** which have strict minimum enrolment requirements in order for the programs to run.

Refundable and Non-refundable Fees:

Tuition Fees (Full Program)

a) Program/course 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>

Please note: A decision will be made approximately one week prior to the course start date of whether the course will run or not.

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 due to a virus 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. **Once the course is in progress, there is no refund.**

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 Information:

College of the Rockies, Kimberley Campus
1850 Warren Avenue
Kimberley, BC
V1A 1S1

Toll Free: 1 877 489 2687 ext. 3752
Phone: (250) 427 7116 ext. 3752
Fax: (250) 427 3034
Email: kimberley@cotr.bc.ca

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