



Non-Credit Withdrawal

Number: CCE-NCA-003
 Audience: Non-credit Clients (individuals or groups on campus)
 Issued: 13 May 2015
 Last Revised: 03 February 2022
 Owner(s): Assistant Director, Centre for Continuing Education
 Approved by: Director, Centre for Continuing Education
 Contact: CCE Director's Office (Tel # 306-585-5801)

Policy

In recognition of costs incurred by CCE for planning, preparation, facilitation and materials for these courses, the following guidelines are in effect.

Processes

Refunds

Career & Professional Development		
Non-credit professional development courses	More than 10 business days prior to course	Full refund minus \$30 administration fee
	10 business days or less prior to course	Transfer only.
Conservatory of Performing Arts		
Private lessons and group programs with payment plans	Prior to the end of the first month	Full refund minus the cost of the first month and materials fee, plus a \$30 administration fee
	After the first month	30 day notice required: future payments will be cancelled
Group programs and camps	More than 10 business days prior to course	Full refund minus cost of materials and 10% administration fee
	10 business days or less prior to course	Refund minus cost of materials and 50% administration fee or transfer.
Lifelong Learning Centre		
Multi-day courses <i>Transfers are allowed up to one week after the course start date.</i>	More than 10 business days prior to course	Full refund minus 10% administration fee
	10 business days or less prior to course	Transfer only
All Non-credit Units		
One day courses, workshops and forums	Any time prior to course	No refund

Non-Credit Cancellation Refund

The University of Regina reserves the right to cancel courses, camps, programs and lessons due to insufficient registration or other unforeseen events. If this occurs, participants will be given every opportunity to transfer into another course, camp, program or lesson or refunds will be issued. Decisions regarding withdrawal and/or refunds may be appealed to the Director of the Centre for Continuing Education.

Non-Credit Right to Refuse Enrolment

The University of Regina reserves the right to refuse enrolment and/or dismiss a participant. In the event of a dismissal, a prorated refund may be issued.