



Non-Credit Withdrawal

Number: CCE-NCA-003
 Audience: Non-credit Clients (individuals or groups on campus)
 Issued: 13 May 2015
 Last Revised: 06 February 2020
 Owner(s): Assistant Director, Centre for Continuing Education
 Approved by: Director, Centre for Continuing Education
 Contact: CCE's 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 & Customized	Cancelation more than 5 business days prior to the first day of the course	Full refund minus \$50 administration fee
	Cancelation five or less days prior to the first day of the course	No refund
Conservatory of Performing Arts - Private lessons	Cancelation prior to the fourth scheduled lesson	Full refund minus the cost of the four lessons plus a \$25 administration fee
	Cancelation after the fourth scheduled lesson	30 day notice required: future payments will be cancelled
Conservatory of Performing Arts - Preschool - Music for Young Children	Cancelation prior to August 1	Full refund minus the cost of materials
	Cancelation after August 1	Full refund minus deposit (\$100 + 1 month tuition)
	Cancelation after September 1	30 day notice required: future payments will be cancelled
Conservatory of Performing Arts - Group programs and camps	Cancelation more than 10 business days prior to the first day of class	Full refund minus \$25 administration fee
	Cancelation 10 or less days prior to the first day of class	No refund
Conservatory of Performing Arts - Drop-in Course	Cancelation at any time prior to the course	No refund
Lifelong Learning Centre	Cancelation more than 10 business days prior to the first day of the course	Full refund minus \$25 administration fee
	Cancelation 10 or less days prior to the first day of the course	No refund

Transfers

Course transfers within the same semester are permitted if space allows. An administrative fee of up to \$25 may be charged. No transfer is allowed for Conservatory of Performing Arts Drop-in Courses.

Medical/Compassion Refund

Individual consideration will be given if the withdrawal is due to a medical or compassion reason. Appropriate documentation must be provided.

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.

How to Withdraw

Submit a completed [withdrawal form - non-credit courses](#), available on our [website](#) or from Student Services (non-credit) office. Please complete all pertaining sections of the withdrawal form along with supporting documentation and forward to Student Services (non-credit) office via email to SIS.Noncredit@uregina.ca or in person.