

#129399

IHC  
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**REFUNDS**  
**CONTINUING EDUCATION - CERTIFICATE COURSES**  
**(Applied to Courses of More than 120 Hours)**

This Refund Policy specifically refers to the following Certificate Programs:

- Educational Assistant Certificate
- Health Unit Clerk Certificate
- Health Care Aide Certificate
- Veterinary Office Assistant Certificate.

The St. James-Assiniboia School Division's Continuing Education Program is committed to the complete satisfaction of our students. We strive for excellence and we endeavor to make our student's experiences and studies fulfilling and rewarding.

Note:

- Application fees are non-refundable.
- Any materials supplied as part of the tuition will be deducted from final refunds, unless returned in brand-new condition.
- All refund requests must be made in writing, or will not be considered.

**Refunds as follows:**

1. Full refund (less application fee) up to five working days prior to course start date.
2. 90% (less application fee and applicable material costs) if cancelled during the first week of class.
3. 80% (less application fee and applicable material costs) if cancelled during the second week of class.
4. 70% (less application fee and applicable material costs) if cancelled during the third week of class.

If you are required to leave the program due to a medical reason, you will be refunded your fees on a pro-rated basis; determined by the date of your written request. A medical certificate will be required.

No refunds will be granted after the third week of class has been completed.

Any outstanding fee or payments owing will be legally obliged to be paid after the third week of classes are complete.

ADOPTED	REVIEWED	REVISED	PAGE
11-May-10			1 of 1
10-19-10			