



## **LEADERSHIP IN GREEN HEALTH CARE Course Cancellation/Withdrawal Policy**

### **Cancellation Policy Prior to Start Date**

Refund of the full tuition amount, minus an administrative fee of \$50.00, is available for cancellations made at least eight days prior to the course start date (\$100.00 administrative fee applies if less than eight days notice is given). Cancellations must be made in writing to the Program Manager.

### **Course Withdrawal Policy**

Withdrawals are accepted up to three weeks into the course. Withdrawals *must* be communicated in writing and are subject to an administrative fee of \$100.00. A refund of the full tuition amount (minus the administration fee) will be processed within seven business days from confirmation of withdrawal.

### **Transfer Policy**

Participants who are unable to complete the course due to extenuating circumstances are allowed to transfer their full tuition to a future course within a twelve month period. Transfer arrangements must be made with the Program Manager.