

Program Refund Policy: Moved by Therese Rogers that:

The following payment and refund policy will apply for year-round CNSC programs:

- 30% of the program fee will be due no later than May 1. The remaining 70% of the program fee will be due no later than October 1.
- Refunds will be processed as follows: A \$50 administration fee will apply to all refunds. If a request to withdraw from a program is received in writing before July 1, a refund of 70% of the total program fee, less \$50.00 administration fee, will apply. If a request to withdraw from a program is received in writing before October 1, a refund of 30% of the total program fee, less \$50.00 administration fee, will apply. No refunds will apply to withdrawals after November 1.

The following policy will apply to T1 and Track Attack Programs.

- 100% of the program fee will be due at the time of registration.
- A \$50 administration fee will apply to all refunds. If a request to withdraw from a program is received in writing within 30 days of the start of the program, a refund of 100% of the total program fee, less \$50.00 administration fee, will apply. No refunds will apply to withdrawals later the 30 days after the start of the program

Refund requests for medical reasons, accompanied by letter from a medical professional, will be assessed on an individual basis.

Approved.