

# CANCELLATION POLICY

All cancellation requests must be received in writing **5 business days prior to the first day** of the session to receive a full credit or refund. We will not offer a class credit to registrants who miss a class in their purchased session.

If a class is canceled due to circumstances such as weather emergencies or power failures, every effort will be made to add a make-up class. If an additional class cannot be provided, a credit will be applied to participants' accounts.

**Please note that class registrations are non-transferrable.  
Please notify the VAC of any absences.**

<b>IF</b> you submit a written request to cancel <b>at least five (5) business days before the start of the first class.</b>	<b>You will receive</b> a full refund.
<b>IF</b> you submit a written request to cancel <b>less than five (5) business days before the start of the first class and the day before the program starts.</b>	<b>You will receive</b> a full refund less a \$10 administration fee. The administration fee will be waived if you accept a credit on your account.
<b>IF</b> you submit a written request to cancel on the first day and up to and including the <b>second class/day*</b> *your written request must be submitted <b>one (1) business day prior to the third class.</b>	<b>You will receive</b> a pro-rated (Per Diem) refund less a \$10 administration fee. The administration fee will be waived if you accept a credit on your account. No refund will be issued after the 3rd class/day of a program.
<b>IF</b> your request is received after the <b>3rd class.</b>	<b>Sorry, No Refund.</b>
<b>IF we</b> cancel your program prior to the start date.	<b>You will receive</b> a full refund
<b>IF</b> we request an application be withdrawn due to lack of program compatibility.	<b>You will receive</b> a refund less fee for classes attended prior to withdrawal request.
<b>4 week course - If</b> you miss your first two classes we reserve the right to cancel your registration.	<b>Sorry, no refund.</b>
<b>8 week course - If</b> you miss your first two classes we reserve the right to cancel your registration. Your place will be offered to a person on our class wait-list.	<b>You will receive</b> a refund only for the remaining classes in the course.

If you have any queries about, please contact us by calling: 905-623-5831