

GridWorks Energy Training Centre – Cancellation & Rescheduling Policy

A student may withdraw from a class in which he or she is enrolled. Cancellations made 21 or more business days prior to the class start date will result in a withdrawal fee of 15% of the class tuition fee. Cancellations made between 15 – 20 business days prior to the class start date will result in forfeiture of 25% of the class tuition fees. Cancellations made between 6 – 14 business days prior to the class start date will result in a forfeiture of 50% of the class tuition fees.

No refunds will be issued on cancellations made less than 6 business days from the class start date. A student may re-enrol in a class from which he or she withdrew at a later time. [move up]

Should a student need to reschedule his/her class a re-enrolment fee of between \$50 and \$150 will be charged. The student's original tuition fee will be carried over, upon re-enrolment, to the new start date. If a student re-enrols 21 or more business days prior to the original class start date a re-enrolment fee of \$50 will incur. Should a student re-enrol between 15 - 20 business days prior to the original class start date a re-enrolment fee of \$100 will incur. Should a student re-enrol between 6-14 business days prior to the original class start date a re-enrolment fee of \$150 will incur. A student attempting to re-enrol less than 6 business days prior to the original start date will not be accommodated and will be expected to show up for class on the original start date. A failure to show up for enrolled classes will result in no tuition refund.

For all cancellation or reschedules, GETC assumes no liability for any non-refundable costs that GETC or the student may incur for student or on student's behalf (example airfare, hotel, food or parking).

Any class credit that a student may have on GETC's books will lapse 12 months from the original enrolment date.

Any amount due to student will be refunded within 30 business days.

No Shows: Failure to attend a scheduled class will be considered a "no show" and will result in forfeiture of the full course price.

Should GETC be required to cancel a scheduled course for any reason within 36 hours of the course start date and time GETC will not be responsible for repayment of any hotel fees or costs.

*Should GETC need to cancel with less than 36 hours notice, GETC will reimburse any costs incurred with direct hotel reservations only. GETC will not be responsible for any cost incurred as a result of any third party bookings sites.

GETC is not responsible for failure to cancel any hotel Reservations.

GETC is not responsible for re-payment of hotel costs due to student cancellation.

**Direct hotel reservations typically require no more than 24 hours notice where no fees will incur. Third party site bookings will typically not reimburse. Be sure to book with your chosen home directly.*