

# BTC Adult Education Refund Policy

By registering for the class, you are committing to payment of the tuition. We make decisions on whether to run classes based on the number of students.

- If the class is **cancelled by BTC Adult Education**, for any reason, **BEFORE** class begins:
  - If you have already paid:
    - 100% refund
  - If you have not yet paid:
    - You WILL NOT be charged.
- If the class is **cancelled by BTC Adult Education**, for any reason, **AFTER** class begins:
  - If you have already paid:
    - You will be refunded the percentage of classes that were cancelled.
  - If you have not yet paid:
    - You will only be charged for the percentage of classes you attended.
- If a **student withdraws 5 or more business days BEFORE** class begins,
  - If you have already paid:
    - 100% refund
  - If you have not yet paid:
    - You WILL NOT be charged.
- If a **student withdraws less than 5 business days BEFORE** class begins, or **AFTER class has begun**,
  - If you have already paid:
    - No refund will be given
  - If you have not yet paid:
    - You WILL be charged.
  - ❖ Special circumstances/partial refunds may be considered on a case-by-case basis.

★ You **MUST** submit or secure funding by the first day of class, or bring a deposit equaling 50% of the tuition. If you are not paying for the class yourself (i.e. applying for a VSAC grant, receiving funding through an employer or agency), we will continue to pursue funding sources, and you may receive a partial or full refund.