



Extra Curricular Creative Arts Program
Continuing Education
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artsforkidsatocdsb.com

Extra Curricular Creative Arts Program
Continuing Education
INFORMATION SHEET – For Fall-Start Full-Year Courses

This Information Sheet summarises important information following Fall Central Registration for Fall start-up of full-year courses. Please take a few moments to review this information.

A. GETTING STARTED – WHAT YOU SHOULD KNOW

Registration and Consolidation of Classes

- Fall Central Registration runs September 6-21, 2011. Undersubscribed courses are cancelled one or two days before the end of registration. Course instructors receive class list information September 21, 2011
- Course instructors will contact you after September 21, 2011 to let you know what your child will need to bring to class.
- Classes begin the week of **September 26, 2011** unless otherwise notified. For lunches or snacks, no nut products please.
- Over the first two-three weeks of classes some class schedule adjustments may be necessary to ensure appropriate and compatible class groupings. Your patience is appreciated during this period.
- Late registrations may be accepted **if and where** there is availability in selected classes. Late registrations cannot be accommodated in group classes **which have already started**. NEW GROUP classes may be considered.
- Retain your Registration Confirmation and your receipts. **NOTE: We do not issue tax receipts.**
- **Student Absence.** If you child is absent from school and unable to attend their regular scheduled lessons, please advise the ECCA program early in the day so that the instructor may be advised to use the additional time for other class members and most importantly, not unduly worry about a no-show student. This is especially important for after-school classes.
- Parents who register their children in this program understand that the program is unable to provide additional specialised resources or support.

B. ECCA PROGRAM WITHDRAWAL AND REFUND POLICIES AND PROCEDURES

To withdraw a student from a course, contact the ECCA Program at (613) 239-2744 or (613) 239-2747. Withdrawal/refund timelines are listed below.

Deadline: Friday October 14, 2011

- Should a student withdraw from a course **by Friday October 14, 2011**, a pro-rated refund will apply, less a \$20 administration fee

Deadline: Friday December 9, 2011

- If a student elects not to return to a full-year course resuming in January, 2012, a pro-rated refund for the Winter and Spring terms (January-June incl.) will apply, less a \$20 administration fee, and must be requested by **December 9, 2011**

Deadline: Friday March 8, 2012

- If a student elects not to return to a full-year course resuming after March break, a pro-rated refund for the Spring term will apply, less a \$20 administration fee, and must be requested by **March 8, 2012**.

Note

- No refunds are issued after March 11, 2012, unless the family relocates outside the Ottawa region
- No refunds are issued on courses which run for one school term (Fall, Winter, Spring) or less

Refunds. Cheque, money order and cash refunds require a processing period of 4-6 weeks and are refunded by cheque and mailed through Canada Post. Visa, Mastercard, AMEX will be credited. Debit refunds in-person only at 440 Albert Street.