

Extra Curricular Creative Arts Program

Continuing Education

Ottawa-Carleton District School Board

Tel. (613) 239-2744 Fax (613) 239-2679

Central Registration (613) 239-2398

artsforkidsatocdsb.com

FEE PAYMENT INFORMATION

- Withdrawals and Refunds

Withdrawals and Refunds

If a course is found to be unsuitable for a student, a transfer to another course can be arranged by speaking with the Program Supervisor or you can withdraw your child from the course and request a refund.

To withdraw a student from a course and request a refund, contact the ECCA Program at (613) 239-2744 or (613) 239-2747. Please note the withdrawal/refund timelines listed below.

Deadline: Friday October 14, 2011

- Should a student withdraw from a course by Friday October 14, 2011, a pro-rated refund will be processed, 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 be processed, less a \$20 administration fee, and must be requested by December 9, 2011

Deadline: Thursday 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 be processed, less a \$20 administration fee, and must be requested by March 8, 2012

Note

- No refunds are issued after March 8, 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.