1.0 Purpose
The following outlines the student withdrawal, course cancellation and transfer guidelines associated with all Continuing Education courses and programs.

2.0 Specific course or program deadlines
Some programs or course may have specific deadlines which are outlined on student confirmation of enrollment at the point of registration. In these cases, the specific dates supersede any other dates in this policy.

3.0 Registration transfers
Registrations for professional learning certificate or diploma programs are transferable to other individuals within the same organization as the registrant or can be transferred under the name of the original registrant to another University of St. Michael’s Continuing Education program or course within the same calendar year.

4.0 Student Withdrawals
In the event that a course or program candidate withdraws from the course or program, the following refund schedule will apply. This schedule applies generally to shorter courses (one month to 3 months in duration). Courses and programs of a longer duration may have schedules which differ as per article 2.0.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days prior to start of course</td>
<td>100%</td>
</tr>
<tr>
<td>29-15 days prior to the start of the course</td>
<td>50%</td>
</tr>
</tbody>
</table>
5.0 Course Cancellations

USMC reserves the right to cancel a course, program, event or any associated functions at its sole discretion. In the event of such, a notification will be sent directly to registered participants and posted to the USMC website. A full refund will be made.

USMC expressly excludes any liability for any direct or indirect losses or damages howsoever arising as a result of such cancellation and will not, for example, be responsible for any travel or accommodation costs incurred in the event of cancellation.