



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

**CONTINUING EDUCATION
COURSE WITHDRAWAL/CANCELLATION POLICY**

**Policy Owner: Director, Continuing Education Division
April 2024**

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.

Timeline	Refund
30 days prior to start of course	100%
29-15 days prior to the start of the course	50%

14 days prior to the start of course	No refund
Failure to attend	No refund

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.