

REGISTRATION & FINANCIAL POLICIES

THE CENTRE OFFERS FOUR EASY WAYS TO REGISTER

BY FAX

To register by fax, simply complete the following registration form and fax it back to us at 905-634-2775. Payment may be made using VISA or MasterCard only.

BY MAIL

To register by mail, simply complete the following registration form and mail it to:

860 Harrington Court, Burlington, ON, L7N 3N4

Payment may be made using Cheque, Money Order, VISA or MasterCard. Certified Cheques or Money Orders should be made payable to Fastrack: Centre for Skills Development & Training.

IN PERSON

To register in person, visit our Burlington location at 860 Harrington Court located just off of Harvester Rd. between Walkers and Guelph Lines. Payment may be made using Cash, Cheque, Money Order, VISA, MasterCard or Interac.

BY TELEPHONE

To register by telephone, please call 905-333-3499 / 905-878-1240, Monday to Friday from 8:30 - 4:30 pm or via 24-hour voice mail. Payment may be made using VISA or MasterCard only.

COURSE FEES

Course fees are listed with the individual course description. All fees must be paid at the time of registration. NSF cheques will be charged a \$25 handling fee.

CONFIRMATION OF ENROLLMENT / CANCELLATIONS

Confirmations of enrollment will **NOT** be provided. Courses with insufficient enrollment will be cancelled prior to the scheduled start date of the course. It is recommended, therefore, that you register at least one week prior to the scheduled start date to avoid disappointment. If your course is being cancelled, you **WILL** be telephoned by The Centre.

SUBSTITUTIONS

The Centre reserves the right to substitute instructors without notice, as required.

RECEIPTS

As a registration-exempt private vocational school, The Centre is certified by HRSDC to issue T2202A income tax receipts. Receipts for full-time programs will be issued at year-end along with other income tax receipts. Part-time program receipts will be distributed by instructors during the first class.

UNSCHEDULED CLOSINGS

Unscheduled closings due to inclement weather will be consistent with those of the Halton District School Board. Please listen to your local radio station for notification. Cancelled classes will be rescheduled by the instructor.

REFUNDS: PART-TIME COURSES

Refund requests must be submitted to The Centre, in writing, no later than three business days from the start of the class in order to be eligible for a full refund. Refund requests received between the three days prior to the start of the first class and before the start of the second class will be subject to a \$35 administrative fee, plus any fees for consumables and textbooks.

Refunds for one day courses / workshops will not be granted unless the request is received, in writing, no later than three business days prior to the start of class.

Full refunds will be granted for all classes cancelled by The Centre. Please allow between 4-6 weeks for processing of all refund requests.

REFUNDS: FULL-TIME PROGRAMS

A \$100, non-refundable deposit is required upon acceptance into the program. Payment plans are available on approved credit subject to a \$150 administration fee. Refund requests must be submitted in writing. Full refunds, minus the \$100 deposit, will be provided for requests made prior to the start of classes.

Refunds will be provided on a pro-rated basis for requests received during the first ten days of the program start date, less a \$200 administration fee and costs for consumables, tools or texts.

No refunds will be granted after the initial 10-day period.

PARKING

Free parking is available at all locations.

SMOKING/SCENT-FREE POLICY

The Centre is proud to provide a smoke-free and scent-free learning environment. All staff and students are asked to abstain from wearing scents and refrain from smoking while on the property.

CERTIFICATES

Students enrolled in Certificate courses or programs will be so awarded upon successful completion of their respective course or program.

