

# General Policies - for ALL Elementary Programs

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**PAYMENT:** Fees paid by cheque or money order should be made payable to the York Catholic District School Board and dated at the time of registration. Post-dated cheques will not be accepted. We do not accept Cash as payment. There is a \$25.00 charge for any Returned/NSF cheques. Cheques for cost of program will be processed after the program start date. All consumable fees are **non-refundable** and due upon registration. For fees paid by credit card, please ensure that the credit card being used is valid for at least 60 days from payment date. Students will not be allowed to attend the program unless all fee payments have been received prior to the start date.

**RECEIPTS:** Receipts will be issued by mail for fee-paying programs only. We do not issue receipts for consumable fees.

**CANCELLATION POLICY:** The YCDSB reserves the right to cancel courses due to insufficient enrolment and/or teacher availability.

**CANCELLATION OF COURSES:** It is the responsibility of the registrants to check the Continuing Education webpage frequently and especially before the opening day of a course to see whether the course has been cancelled or moved to a new site. This will assist the registrant to consider the next step and avoid disappointment.

**REFUND POLICY:** Participants requesting a refund for any reason must do so BEFORE the class begins, but a **non-refundable administration fee of \$25 will be withheld**. No refund will be given to students who have attended more than one class. Non-attendance is not accepted as a withdrawal notice from any course. Please allow at least **(3) weeks** for refund to be processed. **NO REFUNDS** will be issued for Program cost after the first class. **NO REFUNDS** will be issued for Consumable fees. No cash refunds.

**CLASSROOM SUPPORT:** The York Catholic District School Board is committed to making programs accessible and supportive to students of all abilities. Continuing Education Department are not mandatory. We offer optional programs to extend student learning where possible and attempt to accommodate children with special needs primarily through differentiated instruction. It is an approach whereby teachers/instructors adjust their instructional and assessment strategies to maximize the learning of all students with **no** additional support workers. If you require further information, please contact the Elementary Principal of the Continuing Education Department prior to registering your child.

**INCLEMENT WEATHER & EMERGENCY CLASS CANCELLATIONS:** Should classes be cancelled due to inclement weather or an emergency of some type; staff, students, parents and adults will need to refer to the YCDSB website or call the Continuing Education Department at 416-221-5051 extension 13609. Every effort will be made to communicate any class cancellations. You will be notified if any fee-paying classes are re-scheduled for another day or to a new location. There will be no refunds