



## **Course Registration Policy**

You may register for courses offered by the Bernard Betel Centre or over the phone. A credit card is required for registration over the phone. We try to ensure accurate information and prices are printed in The Monitor. Rates are subject to change.

You can register for a course after the semester begins. Please check with the staff contact for availability and pricing. A late registration fee will apply. If you wish to drop out of a class, you must do so before the third class begins in order to receive a credit voucher. Credit vouchers are valid for 12 months from the date of issue. There is a \$10 administration fee. No cash refunds.

The Bernard Betel Centre reserves the right to cancel a course due to insufficient registration. In this case, participants will receive a refund or credit voucher for the full amount paid, valid towards any course for 12 months from the date of issue. There is no immediate refund. Please allow time for cheque processing.

Please note, there are maximum registration numbers for various courses and classes. Registration will be closed once these spaces are filled. Registration will open one month before the beginning of the courses, is on a first-come-first-serve basis, and is non-transferable. An individual can register for a maximum of five spots (including their own) in the same course.