

Cancellation/Withdrawal Policy

Three full business days advance notice (in writing) is required to withdraw from a course without penalty. If notice is received less than three full business days prior to the start of a course, or if a student fails to show on the day of the course, then the entire fee is non-refundable. Substitutions may be permitted at the Company's discretion.

Course will only be cancelled by *Maple Key Computer Training Centres* in extreme unforeseen circumstances, such as unsafe weather conditions. In such cases, course fees will be held on account for enrolment into a subsequent course of your choosing, or refunded in full at your request.

Rescheduling Policy

No rescheduling fee will be charged if three days advance notice is provided.

Retake Policy

The Company offers each Student the opportunity to retake a course once in the immediate three months following the date of their original course.