

### 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.