

### **Cancellation and Refund Policy – All Courses/Micro-Credentials**

A course may be cancelled due to low registration, instructor conflict or other reasons authorized by NWP. In the event that a course is cancelled, the student will be given a full refund. The student will be given the option to keep an account credit on file so that they may take another course in the future.

**Student Withdrawal – Two (2) business days or more prior to the course start date:** Refunds in the full amount of the course will be issued.

Rescheduling from one course date to another (based on availability) will be processed with no administrative fee.

**Student Withdrawal – Less than two days prior to the course start date:** No refund is issued.

Rescheduling from one course date to another (based on availability) will be processed with a \$50.00 administration fee.

If a student is unable to attend, individuals may be substituted with no administrative fee assessed.

Third-Party Provider Training in accordance with third-party provider cancellation and refund policies.

**Ready to Ride Motorcycle Training Course** – Less than two (2) days prior to the course start date, no refund will be issued. Prior to two (2) days of the course start date, a full refund in the amount of the course will be issued. Rescheduling from one course date to another (based on availability) will be processed with no administrative fee.

No refunds will be issued for participants who fail to attend, leave, or are unsuccessful in the course.

**Driver Training Courses** – A full refund will be issued with at least 14 days notice. A \$500 Administration Fee will be withheld for any withdrawal within 14 days of course/program start date.

No refunds will be issued for participants who fail to attend, leave, or are unsuccessful in the course.

In extenuating circumstances, refunds or rescheduling requests may be approved by the Associate Dean based on factors specific to that situation.

### **Parking**

To park on the Grande Prairie Campus, a valid parking permit is required between 8:30 a.m. to 4:30 p.m., Monday to Friday.

Permits can be purchased through the Honk Mobile App or on campus in the parking lot – watch for signs.

Parking is free after 4:30 p.m. weekdays and all day on weekends and Statutory Holidays.