



Douglas College

Authorization to Request a Refund for Course(s)

Organizations, if you have requested an invoice for a course for an employee or clients and want to request a *refund, please contact the Office of the Registrar, Continuing Education.

Have the student name(s) and CRN(s) ready:

Contact:

Douglas College
Office of the Registrar, Continuing Education
Tel: 604 527 5472

Or Fax a request with the details:
Office of the Registrar, Continuing Education
Fax: 604 527 5696

***Douglas College Continuing Education Refund Policy**

www.douglas.bc.ca/ce

Full refunds will be issued if the College cancels a course.

Requests for a refund must be received by Continuing Education three (3) working days prior to the start of any course.

Special refund policies apply to courses where indicated. Check the policy when registering for your course.

In the event of course disruptions beyond the control of Douglas College resulting in course cancellation, fees will be refunded on a pro-rated basis depending on the number of classes scheduled before the disruption began.

Revised Oct 2009