

Refunds

Individual course descriptions in ADLC's Course Guide list required textbooks or supplementary resources. Students may purchase these from ADLC by paying the full cost. Then, upon the return of the items in good condition, the refund can be claimed. Refund values are listed in the Course Guide beside the cost of each item.

- Refundable materials must be returned to any ADLC office **within three months** of the date of withdrawal, cancellation, or completion of the course to be eligible for refund.
- Materials sent by mail should be insured in case of loss. Please include the student's name, address, ADLC file number, and a list of all items being returned. Please return all materials to the address below.
Alberta Distance Learning Centre
PO Box 4000
4601 - 63 Avenue
Barrhead AB T7N 1P4
- ADLC reserves the right to reduce the amount of the refund for items in poor condition. Refund cheques are issued from the Barrhead office within two to three weeks of receipt of the claim.

Registration Fees for Adult or Out-of-Province Students

- Application refused by ADLC Full refund
- Application withdrawn at student's, parent's, or school's request before course materials shipped Full refund
- Registration cancelled within 45 days of enrolment date with **zero to three** lessons or assignments submitted \$50 processing deducted
- Registration cancelled within 45 days of enrolment date but with **more than three** lessons or assignment submitted 50% of registration fee refunded

Instructional Materials

- Application refused by ADLC Full refund
- Application withdrawn at student's, parent's, or school's request before course materials shipped Full refund
- Sale material returned unused and in resalable condition, and currently sold by ADLC 10% restocking charge
- Lab and/or Loan Kits returned unopened and unused within 3 months of enrolment date 10% restocking charge

Rental Textbooks

- Application refused by ADLC Full refund
- Application withdrawn at student's, parent's, or school's request before course materials shipped Full refund
- Textbooks returned in good condition Rental fee
- Textbooks with accompanying CD must have CD returned Rental fee
- Textbooks with accompanying CD returned without CD No refund
- Rental material returned within 45 days, no lessons in 10% restocking charge
- Rental material returned when course work is complete, or more than 45 days after enrolment, providing materials are still current Rental fee

CDs, USB Flash Drives No refund