

This document is intended to assist ADLC's partner Affiliation staff with understanding our Refund Policy.

ADLC's [Course Listing](#) contains information on required textbooks or supplementary resources and their costs.

To be eligible for refund, refundable materials must be returned to ADLC Barrhead at the address below **within three months** of the date of withdrawal, cancellation or completion of the course. ADLC reserves the right to reduce the amount of the refund for items in poor condition. Refunds are immediately credited to the school's ADLC charge account.

Loan Items

Includes some textbooks, science loan kits and various other resources. There is a non-refundable component to every loan item, identifiable at time of registration.

- Loan items returned in good condition.....Cost less non-refundable loan fee
- Loan material returned within 45 days, no lessons submitted..... 10% restocking charge deducted

Note: Textbooks containing CDs must be returned with the CD to receive a refund.

Other Instructional Sale Items

Includes various instructional materials, novels and lab kits

- No refund for used sales material.
- Sales material returned unused, in re-sellable condition, and currently sold by ADLC.....10% restocking charge deducted.

Note: Exception for lab kits. Because of expiration of chemicals, no refund after 3 months from enrolment date.

Please send all returns to

Alberta Distance Learning Centre
PO Box 4000
4601 – 63 Avenue
Barrhead, AB T7N 1P4

Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca.