



### **CANCELLATION/WITHDRAWAL:**

- A. If the Central Support Services, Saskatoon Public Schools, has to cancel a course (i.e. due to insufficient registrations) the registrants will be notified before Summer School start-up on July 2nd, 2019 and will receive a full tuition refund.
- B. A registrant seeking to withdraw from a course must contact the Central Support Services, at (306) 683-8236, (306) 683-8237 or (306) 683-8335 to inform a staff member of his/her intention to withdraw from a course. **Non-attendance is not considered as notification of intention to withdraw.**

### **TUITION REFUND:**

A tuition refund will be made to a registrant choosing to withdraw from a course provided the registrant notifies the Central Support Services, Saskatoon Public Schools, before the third class:

- a) By 3:00 p.m. on Wednesday, July 3th 2019 for withdrawal from a morning class.
- b) By 3:00 p.m. on Thursday, July 4th 2019 for withdrawal from an evening class.
- c) By 3:00 p.m. on Thursday, July 4th 2019 for withdrawal from an online class.

The intent to withdraw from a course must be received in writing. Please send an email to: [krahnw@spsd.sk.ca](mailto:krahnw@spsd.sk.ca), [neufeldl@spsd.sk.ca](mailto:neufeldl@spsd.sk.ca) or [tetraults@spsd.sk.ca](mailto:tetraults@spsd.sk.ca).

If a registrant qualifies for a refund, Central Support Services, Saskatoon Public Schools, will retain a twenty dollar (\$20) administration fee.