## **Education Services Online course cancellation policy**

## **Cancellation Policy Prior to Start Date**

Refunds for advance (prior to start date) cancellation will be subject to an administrative fee of \$100.00. Cancellation notice must be communicated in writing by email. Phone calls/messages will not be accepted.

CAMH will confirm your cancellation request within three business days of your submission/receipt of request.

## Course withdrawal after start date

If you cancel your registration after the deadline (after the first day of the course) you are ineligible for a refund. **Refunds will not be given once a course has started.** 

## **Substitution Policy**

Substitutions are allowed prior to course start date. Substitutions are not allowed once the course has begun.

To cancel/withdraw from a course, please make the request via email to:

Courses.help@camh.ca