



Withdrawals, refunds and credits

An online request form must be completed for all withdrawals, refunds and credits. Once a request has been submitted, you will receive a confirmation email.

A \$15 administrative fee per course will be applied to all refund requests unless otherwise stated. This administrative fee will be waived if you accept a credit on your TDSB Community Programs account.

Fees paid by cheques or cash will be refunded by cheque after Continuing Education staff acknowledges clearance of the cheque. Allow 3-6 weeks. Fees paid by credit card will be refunded to that credit card.

For all courses:

TDSB will provide a full refund if we cancel a course or if we receive your written request for withdrawal before the first class.

For courses under five weeks in duration:

A refund will be issued if we receive your refund request in writing before the first class. No refunds or credits will be considered after the first class.

For courses five weeks or longer:

A refund will be issued if we receive your refund request in writing before the second class. A pro-rated refund will be issued if we receive your request for the refund in writing after the second class, but before the third class of the course. No refunds or credits will be considered after the third class of a course.

For subsidized \$10.50 courses:

There are no refunds. A credit is issued if the TDSB cancels the course.