



Payment Policy for Public/Private Courses

You may pay in-person at our office using Cash, Debit, Credit Card (Visa, MasterCard) or Company Cheque or by phone or email with Credit Card (Visa MasterCard) or by eTransfer to cvtc@shaw.ca

Course prices include the cost of tuition, an eBook manual, most class materials, most training supplies, and one exam fee. All students must bring their own or purchase a new Pocket Mask for personal use in the class. Prepayment is required to confirm your registration and reserve seat(s) in the class.

Transfer, Cancellation and Refund Policy

Courses Twenty hours or less

Refunds and Transfers are not available if you are a no show for your reserved seat in any class.

If a cancellation or transfer request is received less than two (2) full business days before the course start date– There will be a 40.00 per student administration fee.

Requests for any transfer or cancellation must be received more than two (2) full business days before the course start date and a service fee of 20.00 per student, will be charged. A class transfer will be valid for six (6) months from the original course start date will be granted.

Courses More than 20 hours

Refunds and Transfers are not available if you are a no show for your reserved seat in any class.

Notice of five full business days is required and a \$100.00 service fee will be charged. A course credit valid for six months from the date of the original class will be issued.

Refunds are not available once a change is made or if cancellation is not received within the time required.

A private class

Failing to cancel more than 5 business days prior to the scheduled program will be subject to a group cancellation fee; no refund is available after this five-day period.

Storm Cancellation Policy

If your class is cancelled due to severe weather conditions, every effort will be made to contact you. We also ask that you use your own discretion; should the weather/road conditions in your area be dangerous and you choose not to attend, we will gladly reschedule you to another class at no charge, as your safety comes first.