

## Refund Policy

Any student or company, who cancels a course within the required cancellation period (Cancellation Policy) will:

1. Receive a refund/credit invoice minus the administrative fee as per (Cancellation Policy) within 3 business days.  
Please note: If the student has received their course manual in advance, the refund received will be less the manual cost.

If any student does not attend a registered course and has not notified CVTC within the required cancellation period (Cancellation Policy) our CVTC (No Show Policy) and (Cancellation Policy) will apply.

### Occupational First Aid Level 3

If the required cancellation period has been met the student may be eligible for a refund minus the administration fee as per CVTC (Cancellation Policy)

**Please note:** If the course manuals have been picked up/received in advance there will be no refund issued for the manual price.

### Client-Site & Private Courses

Refund will be determined based upon the terms and conditions stated in the approved quote. (Cancellation Policy)