

NRTC Course Policies

Withdrawals and refunds

To withdraw from a course, students must give notification more than 4 weeks before the course start date to receive a full refund. A refund less a fee of \$75 will be given for cancellations between 1 and 4 weeks of the course start date. No refunds will be given within 1 week of the course start date. Tuition may be transferred to another student up to the course start date.

Transfer to another course

To transfer tuition to a future course, students must give notification more than 1 week before the course start date to avoid a rescheduling fee. A fee of \$50 will be charged if notification is given less than 1 week before the course start date (or once the course has begun).

Course completion

Once enrolled in a course, students must complete the course within 1 year of the start date of the current course. After 1 year, students must pay tuition in full to complete the course.

Course cancellation

A minimum of 15 students is needed to conduct each course. Under-enrolled courses may be postponed or combined with other courses to obtain this minimum number. While course cancellation is possible, the NRTC will make every effort to avoid this action. If a student is unable to participate due to changes in dates or location, a full refund will be given.